FISCAL YEAR 2004

REPORTING
MANUAL

IOWA COMMUNITY COLLEGES

State of Iowa
Department of Education
Grimes State Office Building
Des Moines, Iowa
50319-0146

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SECTION 1:

INTRODUCTION

TECHNICAL ASSISTANCE CONTACT PERSONS

The following individuals may be contacted to provide answers to questions:

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Equity and Program Development	Jan Huss	jan.huss@	281-4723
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MANUAL UPDATES/CHANGES - FISCAL YEAR 2004

For Fiscal Year 2004 review all sections (Section 1-Introduction, Section 2-Credit Student Enrollment Reporting, Section 3-Non-Credit Enrollment Reporting, Section 4-Secondary Jointly Administered, Section 5-Economic Development Project/Program Reporting, Section 6-Human Resources Reporting, Section7-Management Information System (MIS) Reporting, and Section 8-Financial Reporting) of this manual for changes. Each section of the manual has been reviewed with implemented modifications to improve processes and procedures, clarification, and accuracy in reporting.

Updates/changes for Fiscal Year 2004 include, <u>but are not limited to</u>:

- Utilization of 2000 Classification of Instructional Programs (CIP) Numbers
- Developmental Education (Credit and Non-Credit)
- Upgrade of Identification Code Sets (Credit and Non-Credit)
- Addition of High School Identification Codes (Credit Student Information File)
- MIS File Formats updated and Addition of Iowa Values Funds Programs and One Source Program Files
- Addition of Contract/Customized Business/Industry Training (Credit)
- Corrections Credit Activities are Eligible for General State Aid
- Clarification of the Program/Course Identifier (Credit Student Credit Student Course File)
- Clarification of the Student Major at Registration (Credit Student Information File and Credit Student Course File)
- Specifications for Credit Course Numbers-AS28/Credit Program Master (Credit Student Course File)
- Advanced Standing Credit Programs Identification Changed from CIP to Identification Code Set-Type-Program
- Credit Program Master
- Non-Credit Course Master
- Non-Credit Activities/Courses/Programs CIP Numbers and Code Sets – Summary
- Non-Credit Student Enrollment Reporting Requirements
- Corrections Non-Credit Activities are Not Eligible for General State Aid
- Cooperative Education and Clinical Identification Code Set-Special Emphasis Eliminated
- Economic Development Reporting-Separate Information Files:
  260E, 260F, 260G, Iowa Values Funds
- One Source Training

Updates January 21, 2004

<u>Credit Student Enrollment Reporting Section</u>
- Credit Course/Program/Activity CIP Numbers and Code Sets – Summary (Page 4)
- Credit Hour Reporting Requirements/Procedures (Page 5/Page 9)
- Specific Program/Student Reporting Procedures (Page12)

<u>Non-Credit Student Reporting Section</u>
- Non-Credit Course/Program/Activity CIP Numbers and Code Sets – Summary (Page 6)
- Enhanced Employability/Academic Success Short-Term Prep-One Source (Page 17/Page20)

<u>Management Information System (MIS) Reporting</u>
- Fall Credit/Credit Student Information File/High School Identification Code Set and One Source (Page 5/Page 6)
- Year-End Credit Student Information File/ High School Identification Code Set and One Source (Page 12/Page 13)
- Credit Student Awards File/One Source (Page 15)
- Non-Credit Student Information File/One Source (Page 17)

<u>Appendix</u>
- Appendix A - Identification Code Sets /One Source (Page 3)
- Appendix B - High School Identification Code Sets – Public and Non-Public (Page 5)

The 2004 Year-End Reporting Manual is available on the Department's web site:
http://www.state.ia.us/educate/ccwp/cc/documents.html.

(MIS contact person: Karen F. Poole (515) 281-3671, karen.poole@ed.state.ia.us).

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SECTION 2:

CREDIT STUDENT ENROLLMENT REPORTING

CREDIT STUDENT ENROLLMENT REPORTING

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Credit Course/Program/Activity CIP Numbers and Code Sets - Summary
Fiscal Year 2004

USE ALL 8 DIGITS WHEN REPORTING CREDIT ENROLLMENTS ON THE MANAGEMENT
INFORMATION SYSTEM (MIS)

Educational Functions/Programs By State Title	Classification of Instructional Programs (CIP)	Identification Code Sets (Code Set)
	CIP Numbers Occupational and/or Subject Specific	Level, Type, Special Emphasis, Object & Purpose
FUND 1 – ACTIVITIES		
ARTS AND SCIENCE		
Liberal/General Studies	24.010100	03 08 11 03
Developmental Education-Math, Science, English, Communications, Other	24.010100	03 08 31 03
College Parallel /Career Option		
No Special Emphasis	Occupational Specific	03 06 11 03
Tech Prep	Occupational Specific	03 06 32 03
Shared A&S College Parallel/Career Option-No Special Emphasis	Occupational Specific	03 36 11 03
Shared A&S College Parallel/Career Option-Tech Prep	Occupational Specific	03 36 32 03
CAREER/VOCATIONAL EDUCATION		
Preparatory		
Full-Time Preparatory		
No Special Emphasis	Occupational Specific	03 02 11 03
Tech Prep	Occupational Specific	03 02 32 03
Reciprocal Agreement	Occupational Specific	03 02 35 03
Apprentice (Non-IDED Funded)	Occupational Specific	03 02 04 03
Advanced Standing		
No Special Emphasis	Occupational Specific	03 12 11 03
Short-Term Preparatory		
Special Populations	Occupational Specific	03 03 09 03
No Special Emphasis	Occupational Specific	03 03 11 03
Part-Time Preparatory		
No Special Emphasis	Occupational Specific	03 07 11 03
Tech Prep	Occupational Specific	03 07 32 03
Corrections		
Non-State Facilities		
Juvenile –State/County/Homes/Other	Occupational/Subject	02 02 30 03
Adult – State/County Jails, Halfway Houses, Rehab. Centers, etc.	Occupational/Subject	04 02 30 03

Credit Course/Program/Activity CIP Numbers and Code Sets - Summary, Continued
Fiscal Year 2004

Educational Functions/Programs By State Title, Continued	Classification of Instructional Programs (CIP)	Identification Code Sets (Code Set)
	CIP Numbers Occupational and/or Subject Specific	Level, Type, Special Emphasis, Object & Purpose
Contract/Customized Business/Industry Training	Occupational/Subject	04 03 47 03
Economic Development		
Project/Program/Apprenticeship		
Iowa Industrial New Jobs Training Program		
260E – (Non-Eligible)	Occupational/Subject	03 42 41 22
260E - Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 42 22
Iowa Job Training Program		
260F (Eligible)	Occupational/Subject	03 42 43 03
260F (Non-Eligible)	Occupational/Subject	03 42 43 22
260F - Apprenticeship (Eligible)	Occupational/Subject	03 42 44 03
260F - Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 44 22
Accelerated Career Education Program – ACE		
260G (Eligible)	Occupational/Subject	03 42 45 03
260G (Non-Eligible)	Occupational/Subject	03 42 45 22
260G - Apprenticeship (Eligible)	Occupational/Subject	03 42 46 03
260G - Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 46 22
One Source		
Eligible	Occupational/Subject	03 42 48 03
Non -Eligible	Occupational/Subject	03 42 48 22
Recertification/Relicensure	Occupational/Subject	
Less Than Baccalaureate	Occupational/Subject	04 46 11 03
Baccalaureate Plus	Occupational/Subject	04 47 11 03

CREDIT HOUR REPORTING REQUIREMENTS/PROCEDURES

- Fiscal Year 2004 Credit Student Enrollment Reporting Files (Credit Student Information File and Student Course File) due on or before August 4, 2004
- Fiscal Year 2004 Credit Student Awards File due on or before September 10, 2004
- Fall Term/Credit Student Information File (14th Day-Reporting Period August-September 2003) due on or before October 1, 2003
- Fall Term/Credit Student Course File (14th Day-Reporting Period August-September 2003) due on or before October 1, 2003

Contact person: Karen F. Poole, (515) 281-3671

Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

Procedures are to be followed when identifying credit hours of enrollment. Guidelines for determining credit hours are found in 281 Iowa Administrative Code 21.2(13).

Credit enrollments consist of instructional offerings courses, programs, activities in the Arts and Science and Career and Technical Education areas/Cost Centers. This includes credit offerings in:
1. Liberal/General Studies
2. College Parallel/Career Options
3. Development Education
4. Full-Time, Advanced Standing, Shared, Part-Time, and Short-Term Career/Technical Preparatory
5. Apprenticeship
6. Reciprocal Agreement
7. Tech Prep
8. Secondary-Postsecondary Enrollment Options (PSOE)
9. Economic Development-260E/F/G, Apprenticeship
10. One Source Training
11. Corrections
12. Contract/Customized Business/Industry Training
13. Recertification/Relicensure

Department of Education (DE) approval must be received for most of credit offerings. DE approval is not required for Liberal/General Studies, Developmental Education, Postsecondary Enrollment Options, Economic Development, Corrections, Contract/Customized Business/Industry Training, and Recertification/Relicensure. A Credit Program Master, specific to each community college, is maintained by the Department of Education. Contact the Department if there is any change from the Credit Program Master Listing of Classification of Instructional Program (CIP) Number and/or Instructional Code Set.

All students that receive credit for completed offerings must be reported on the Management Information System (MIS). Credit Student Enrollment File formats (Credit Student Information File, Student Course File, and the Credit Student Awards File) and the Electronic Course Catalog File are included in the Management Information System (MIS) Reporting section of this manual. Files must be as complete as possible for each student and for each course in which the student enrolls. Data files are to be transmitted or mailed to the designated person at the Department of Education and must be ASCII fixed length files.

Credit student data are collected on both Fall Term and Fiscal Year basis. Only students enrolled in a course in which the 14th calendar day occurred on or after July 1, 2003 or on or before June 30, 2004 will be included in the Fiscal Year 2004 Credit Student Enrollment Files. The Credit Student Awards File is due September 10, 2004, which allows the college to include summer graduates in this file.

I. GENERAL CREDIT INSTRUCTIONS

A. Credit Instructional Program /Course Criteria

Credit instructional programs/courses must meet all of the criteria listed below:

1. Each course must be an organized subject matter in which instruction is offered.

2. Each course must have a minimum length of 1 credit hour. A credit hour is established at 15 contact hours and is equal to 1-credit hour/50 minutes. <u>Only</u> the following multipliers are allowed in calculating the credit hour:

    a. 50 minutes = 1 contact hour
    b. 55 minutes = 1.1 contact hours
    c. 60 minutes = 1.2 contact hours
    d. Less than 50 minutes = Not Eligible (Do not Report)

3. Each course must have a syllabus, course description, and condensed outline or statement of the main points on file at the community college.

4. Each course must be approved in accordance with the appropriate procedure as defined by local board policy.

5. The community college must have a written agreement with the instructor of record, identifying the conditions of the services to be provided (e.g., contractual or subscribed services agreement). When courses are transmitted to remote sites, the instructor at the origination site is the instructor of record.

6. Students must be registered according to the official registration procedures of the community college.

8. Student enrollment records appropriate for audit must be maintained for each course.

9. The instructional program is the first 2 years of college only (lower division courses) as opposed to upper division (undergraduate level) or graduate (masters and doctorate) level courses. [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy"]

B. Credit Enrollment/Reporting Policies/Procedures

1. An **official school calendar**, which clearly indicates the periods students are enrolled and days when courses are not in session (holidays and professional meetings).

2. Community colleges shall not count more than 10 official days of **registration and orientation** immediately preceding a term as a part of the total enrollment for purposes of computing contact hours for credit students, provided the institution's registration and orientation program was included as a part of the official school calendar. Registration and orientation days shall be counted only for students who register prior to or during the official late registration period of the community college and no later than 2 weeks (14 calendar days) after the beginning of the courses or programs.

3. Days on which **tests** are administered may be counted for purposes of computing credit hours if they are a part of the scheduled term as indicated by the official school calendar.

4. Reporting enrollments related to **course length** must be determined are as follows:

   a. <u>Courses over 2 weeks in length (14 calendar days)</u>. The total registration, less the withdrawals through the first 2 weeks, shall be counted as the enrollment. All credit hours shall be recorded for these students.

   b. <u>Courses less than 2 weeks in length (14 calendar days)</u>. The total registration less the withdrawals through the first 2 course meetings shall be counted as the total enrollment. All credit hours shall be recorded for these students.

   c. <u>Open Entry/Open Exit, Individualized and Self-Paced Courses</u>. Courses that allow the student to enter at variable times and/or progress at individual rates will compute credit hours based upon the individual student's entry date. Students who withdraw in the first 2 weeks (14 calendar days) from the student's entry date will not be counted. All credit hours for the course will be counted if no withdrawal occurs through the first 14 calendar days. Individualized courses should be counted as exact credit hours.

5. Enrollment must be determined on a **point-in-time reporting** basis for the following situations:

   a. Courses, which begin more than 2 weeks (14 calendar days) prior to July 1, will be reported in this Fiscal Year.

   b. Courses, which begin less than 2 weeks (14 calendar days) prior to July 1, or after July 1, will be reported in the next Fiscal Year.

   c. The withdrawal date for any student is the day on which the student is officially withdrawn from a course or program in a community college in accordance with institutional policy. Courses, which students are withdrawn from through the 14th calendar day from the beginning date of the program or course will <u>not</u> be used for computation of credit hours. Courses, which students are not withdrawn from through the 14th calendar day will have all credit hours for the course computed. Institutions must record the exact withdrawal.

6. Community colleges must not report more than **1 credit hour** for an individual student for the same period of time. There is no circumstance that can be construed as authorization for reporting 2 or more credit hours for the same period of time.

B. Credit Enrollment/Reporting Policies/Procedures, Continued

7. Credit hours counted for: **(a) on-the-job training, (b) clinical programs, and (c) work experience** programs shall be computed on the basis of the actual number of credit hours a student is enrolled and participates in the program. The maximum number of hours counted for a full-time or part-time program may not exceed 40 hours per week for the combined total hours including classroom work orientation

8. Credit hours shall <u>not</u> be counted for the time students spend taking **tests that are not a part of a course or program**. (i.e. GED tests, independent testing for licensure boards, independent screening and testing for business and industry, governmental agencies, other independent standardized testing programs).

9. Each course and program offered by a community college shall clearly **identify the total number of credit hours**, which are classified as classroom work, laboratory, clinical practice, and work experience. Credit hour identification shall be continually revised to reflect changes.

10. Policies for such purposes as **late registration and official withdrawal** shall be followed when computing credit hours.

11. Courses or programs that have minor **variations in the number of credit hours** of classroom work and laboratory from 1 week to another may have an arbitrary assignment of hours determined for each term to facilitate clerical procedures.

12. Credit hours shall <u>not</u> be counted for **staff development/in-service training sessions for employees** of community colleges. This includes full-time or part-time employees and volunteers who are serving in the capacity of instructors, tutors, teacher aides, or recruiters for the college.

13. **Holidays** when students are not scheduled for classes shall <u>not</u> be counted when computing credit hours.

14. Days when professional meetings are held and **classes are not scheduled** shall <u>not</u> be counted when computing credit hours.

15. The day when **commencement** occurs may be included when computing credit hours, if this day occurs during the period in which the student was registered for a course or program.

16. **Extended field trips** offered as eligible credit courses/hours in which students are officially registered shall have hours computed by counting no more than the number of classroom work and laboratory contact hours that are equivalent to the number of credit hours assigned to the experience

17. **Independent Study**, "To Be Arranged," courses must record all arrangements between the instructor and students indicating when the course actually met and documentation that all Credit Instructional Program/Course Criteria are satisfied.

B. Credit Enrollment/Reporting Policies/Procedures, Continued

18. Courses offered as **Distance Education** must be taught by instructors who have a written agreement with the community college that is granting the credit and transmitted to students at remote sites via audio and/or video telecommunications technology (i.e., web based-internet, satellite and/or Iowa Communications Network-ICN).

    a. Enrollments can be eligible for the general state aid (state general aid funding distribution formula) if they qualify under specific instructions contained in the credit hour enrollment reporting procedures and the Instructional Program/Course Criteria.

    b. Offerings by a consortium of community colleges shall be reported in a uniform manner. Students must be enrolled by only one community college.

    c. Report credit hour enrollments of students in programs offered via distance education in conjunction with other institutions of higher education. (Regents Institutions, community colleges, private colleges, universities, and subscribed services).

19. **Home Schooled Students** must be reported on the Management Information System (Fall Term/Credit Student Information File and Credit Student Information File-High School Identification Code Set) by utilizing the local school district code and school code.

C. Specific Program/Student Reporting Procedures

1. Advanced Standing Career/Vocational Education Programs   **Code Set -Type 12**

Advanced Standing Programs are those programs that require completion of another program before a student is eligible to enter. These programs are to be identified by an Identification Code Set Type-Program, Course, Service and/or Activity of 12 rather that by a CIP number.

2. Apprenticeship   **CIP Occupational Specific**   **Code Set 03 02 04 03**

Apprenticeship credit courses/programs that are not funded by Iowa Department of Economic Development Programs (260E/260F/260G) must utilize the code set of 03 02 04 03. (See Economic Development for reporting apprenticeship programs funded through 260E/260F/260G) All apprenticeship programs must be registered with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered apprentices with the Bureau of Apprenticeship and Training. The Department of Education, with direction from BAT, will inform each community college of their approved apprenticeship programs.

3. Contract/Customized Business/
   Industry Training   **CIP Occupational Specific**   **Code Set 04 03 47 03**

Course/program enrollments, other than 260E/F/G economic development training, provided by the college for business/industry are eligible for the state general aid (state general aid funding distribution formula) and should be included in Credit Student Enrollment Files. NOTE: Credit student enrollments must be included under the "Registration Type 1= contract training/services".

4. Corrections

	Juvenile	**CIP Occupational/Subject Specific**	**Code Set 02 02 30 03**
	Adult	**CIP Occupational/Subject Specific**	**Code Set 04 02 30 03**

Credit courses/programs/activities developed to enhance life skills, and academic and/or employability success for individuals who are criminal offenders, juvenile and adult offenders, and who are residents of a county, state, private, confinement, rehabilitation, and/or correctional facility should be included in the credit hour reporting. All credit hours generated by corrections individuals are to be reported in these codes sets.

5. Developmental Education - (Math, Science, English, Communications, Other)
                        CIP 24.010100   **Code Set 03 08 31 03**

Enrollments in developmental education must be identified in an Arts and Science Program on the MIS Credit Student Course File (Field Letter S-Developmental Course or by the Field Description of the Identification Code Set, Special Emphasis 31-Developmental Education). Colleges must provide the course name and course number of all developmental education courses, to be identified by the college as one of the five-identifiers/subject areas to the Department of Education.

C. Specific Program/Student Reporting Procedures, Continued

6. Economic Development	**See the Economic Development Identification Table Below**

Credit courses/programs delivered by community colleges through economic development initiatives include Iowa Industrial New Jobs Training Programs (260E), Iowa Jobs Training Programs (260F), Accelerated Career Education - ACE (260G), Iowa Values Funds, and Apprenticeship Programs. All community college economic development programs must be included in year-end reporting. On-the-job training experiences in these programs are considered employment and shall <u>not</u> be included in any of the MIS reporting files. Additional specific reporting requirements for economic development projects/programs are included in the Economic Development section and Management Information System (MIS) Reporting section of this manual.

Iowa Industrial New Jobs Training Programs (260E)
Assists businesses that are creating new positions or new jobs in the State of Iowa. The community college district in which the new or expanding business is located issues training certificates (bonds) to pay for the training costs. 260E courses are <u>not</u> eligible for state general aid, but must be included in the MIS year-end credit reporting files.

Iowa Jobs Training Programs (260F)
Fosters growth and competitiveness of Iowa's business and industry by building workforce skills and expertise. Customized training programs are developed for new or current employees.

Accelerated Career Education - ACE (260G)
Supports the development or expansion of educational programs that address critical workforce skills.

Apprenticeship Programs-Funded by IDED
Apprenticeship credit programs funded through programs identified, as 260E/260F/260G must utilize the code sets issued below. All apprenticeship programs must be <u>registered</u> with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered with the Bureau of Apprenticeship and Training. The Department of Education, with direction from BAT, will inform each community college of their approved apprenticeship programs.

Economic Development Program Identification Table	**Classification of Instructional Program (CIP) Number**	**Identification Code Set (Code Set)**
Iowa Industrial New Jobs Training Program		
260E (Non-Eligible)	Occupational/Subject	03 42 41 22
260E – Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 42 22
Iowa Job Training Program		
260F (Eligible)	Occupational/Subject	03 42 43 03
260F (Non-Eligible)	Occupational/Subject	03 42 43 22
260F – Apprenticeship (Eligible)	Occupational/Subject	03 42 44 03
260F – Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 44 22
Accelerated Career Education Program - ACE		
260G (Eligible)	Occupational/Subject	03 42 45 03
260G (Non-Eligible)	Occupational/Subject	03 42 45 22
260G – Apprenticeship (Eligible)	Occupational/Subject	03 42 46 03
260G – Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 46 22

C. Specific Program/Student Reporting Procedures, Continued

Iowa Values Funds - Workforce Training and Economic Development Funds
A workforce training and economic development fund is created for each community college. For more information and clarification of eligible use of funds refer to 260C.18A. Projects in the areas of information technology and insurance, and life sciences, which include, but not limited to, the areas of biotechnology, health care technology, and nursing, care technology:

    a. Accelerated Career Education - (ACE) chapter 260G
    b. Jobs Training Act-chapter 260F
    c. Career Academies - Iowa Code 281-47.1 (260C)
    d. Vocational and Technical Training (260C.1, subsections 2 and 3)
    e. Job Retention Projects (section 260F.9)

Enrollments are to be included in the Credit Enrollment Files (Credit Student Information File, Credit Student Course File, and Credit Student Award Files). A separate Iowa Values Funds-Workforce and Economic Development Funds Information File is to be sent to DE for year-end reporting. Additional specific reporting requirements for economic development projects/programs are included in the Economic Development section and Management Information System (MIS) Reporting section of this manual.

7. One Source Training	**CIP Occupational/Subject**	**Code Set 03 42 48 03**
	CIP Occup/Subject (Non-Eligible)	**Code Set 03 42 48 22**

One Source Training is the partnership of Iowa's 15 community colleges to deliver training on a statewide basis. Enrollments are to be included in the Credit Enrollment Files (Credit Student Information File, Credit Student Course File, and Credit Student Award Files**. Note: If a student is enrolled in the same course for One Source and a House File Project, the college must split the credits before submitting to MIS using two of the correct code sets, one for One Source and one for House File. Refer to Economic Development for correct code set for House File**.   Additional specific reporting requirements are included in the Management Information System (MIS) Reporting section of this manual.

8. Postsecondary Enrollment Options (PSEO)	**Included with Postsecondary Enrollments**

Students enrolled and receiving secondary credit in a secondary educational institution as well as enrolled for college credit are included in the Credit Student Enrollment Files (Credit Student Information File, Credit Student Course File, and the Credit Student Awards File). Enrollments are eligible for state general aid and must meet the Instructional Program/Course Criteria. Enrollments must be reported along with the postsecondary enrollments in the same courses/programs.

9. Recertification/Relicensure		
Less than Bacculaureate	**CIP Occupational/Subject**	**Code Set 04 46 11 03**
Baccalaureate Plus	**CIP Occupational/Subject**	**Code Set 04 47 11 03**

    a. Less Than Baccalaureate Occupations
        Designed for individuals employed in occupations that require less than a four-year degree
        and who are required to be recertified or relicensed (e.g., chemical application).

    b. Baccalaureate and Above Occupations

Designed for individuals employed in occupations that require a four-year college degree or above and are required to be recertified or relicensed, which doesn't lead to an additional degree (e.g. Education, Health Care Providers, Lawyers, Insurance, etc.).
Note: Utilize this category for reporting Nursing and Health Care Providers regardless of their level of education.

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9. Recertification/Relicensure, Continued

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1. <u>Renewal – Education Certificates</u>
   Community colleges may offer renewal college credit courses for those educators desiring to renew an educational, professional teacher, professional administrator and area education agency administrator license**.** (282 Iowa Administrative Code 17.5,6, and 7).

   Community colleges may offer renewal college credit courses for educational, professional teachers, and professional administrators, which does <u>not</u> lead to a degree but which:
   a. Adds greater depth/breadth to present endorsements held, or
   b. Leads to completion of requirements for an endorsement not currently held.

   Credit hours generated from course offerings in renewal licensure are eligible for inclusion in the general state aid provided the Credit Instructional Program/Course Criteria are met and the following criteria:
   a. Course offerings were developed by the community college as opposed to being developed by a four-year institution or area education agency.
   b. Course offerings that do not lead to graduate credit (masters and doctorate level courses).
   [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy"]

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10. Tech Prep Programs   **Code Set-Special Emphasis 32**

Combines at least two years of secondary and two years of postsecondary education in a non-duplicative, sequence of course of study in an occupational area. It strengthens the academic as well as the technical components of the program. Students must be tracked for placement and/or future education at both levels of instruction. Enrollments must be identified in the Credit Enrollment Files (Credit Student Information File, Credit Student Course File, and Credit Student Award Files).

D. Tuition Rates

Authorization to determine tuition rates for instruction:

1. Tuition for residents of Iowa shall not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the State Board of Regents for a full-time resident student.

2. Tuition for non-residents of Iowa shall not be less than the marginal cost of instruction of a student attending the college.

3. However, except for students enrolled under Iowa Code 261C, if a local school district pays tuition for a resident pupil of high school age, the limitation on tuition for residents of Iowa shall not apply, the amount of tuition shall be determined by the board of directors of the community college with the consent of the local school board, and the pupil shall not be included in the full-time equivalent enrollment of the community college for the purpose of computing general aid to the area community college.

4. A lower tuition for non-residents may be permitted under a reciprocal tuition agreement between a merged area and an educational institution in another state, if the state board approves the agreement. [Statement is referenced in Iowa Code, Subsection 260C.14(2), "Authority of Area Directors"]

5. Colleges may charge resident tuition rates to residents of one of Iowa's 8 sister states. As authorized in the Code of Iowa 260C.14(14). Each college (merged area) board may have its own policy on whether to give the preferential resident rates to such students.

6. Iowa Department of Education correspondence dated November 16, 2000 Summary of Community College Tuition Issues Provided to the Community College Presidents – November 2, 2000 President's Meeting states "The policy on student residency status for the purpose of establishing tuition and fee charges within Iowa merged area schools were developed in compliance with administrative rules 281-21.2. This uniform policy states "a person classified as a resident shall provide resident tuition costs." Thus, a community college may charge a resident tuition rate and a non-resident tuition rate; a differential for international students within the non-resident tuition rate is not permitted. A community college may not charge a non-immigrant alien a different tuition rate from that of other non-resident students. Non-immigrant aliens are generally those who are in the United States temporarily and intend at some time (doesn't have to be immediate or even near future) to return to their homeland. Immigrant aliens may establish residency the same as United States Citizens."

7. Residency requirements for the determination of residency and non-residency tuition rates must be in compliance with the Iowa Community Colleges' Uniform Policy on Student Residency Status (state board approved June 7, 2001).

2004 REPORTING MANUAL

SECTION 3:

NON-CREDIT STUDENT ENROLLMENT REPORTING

NON-CREDIT STUDENT ENROLLMENT REPORTING

TABLE OF CONTENTS

Executive Summary

Adult Education Deans and Directors, along with the Department of Education, have worked as a group to review the rules for non-credit contact hour reporting. Both groups have agreed to the attached Non-Credit Student Enrollment Reporting section of the year-end reporting manual. This document will be implemented in the 2004 Reporting Year.

The Adult Deans and Directors concur with the Presidents previous recommendation that auditors be given a copy of the attached rules. Also it is agreed that the Non-Credit (Contact Hour) Student Enrollment Reporting Procedures will be reviewed and updated annually by the Adult and Deans and Directors and the Department of Education.

The primary points included in this section of the manual are as follows:

1. For a course to be eligible it must meet the following:
    a. Be organized by subject matter in which instruction is offered
    b. Be a minimum of one (1) contact hour in length
    c. Have a syllabus, course outline, course objectives, or detailed course description on file with the appropriate office in the college
    d. Have on file a written agreement identifying the instructor of record

2. The following course/activity/program categories are not eligible for state general aid:
    a. Alternative High School
    b. Drivers Education (agreements with the secondary district to report enrollments)
    c. Corrections
    d. Adult Learning (gaining knowledge/skills to enhance function in society)
    e. Leisure/Recreational (wellness, self enjoyment, hobby, etc.)
    f. Nursing Home
    g. Non-Occupational Food and Nutrition Classes (homemaker)
    h. On-The-Job Training Hours (non-supervised work experience)
    i. 260E Activities
    j. Community Service (Do not report to DE)
    k. Conferences/Special Events/Meetings (Do not report to DE)
    l. Staff Development/In-Service (Do not report to DE)
    m. Tests (GED, CLEP, ACT, Nurse Aide, Etc.) (Do not report to DE)

3. The category of Adult and Continuing and General, Eligible will no longer be used. Instead, all courses will be reported under subject specific CIP's, with eligibility to be determined using the following criteria:
    a. Program state or federal mandated, state recognized, or court ordered/referred
    b. Enhance Employability or Academic Success (Academic Success is defined as the advancement of a person's knowledge in traditional educational studies such as math, science, literature, and history)
    c. The intent of the course is to teach skills to enable participants to influence Community or Public Policy (e. community leadership school)
    d. The intent of the program is to teach life skills that enhance Family/Individual Development and Health (e.g., parenting, family resource, substance abuse prevention, etc.)
    Courses not meeting one of the above criteria are not eligible for state general aid.

Executive Summary, Continued

4. Courses intended for students under 16 years of age will not be eligible for state general aid, unless state mandated/state recognized/state approved or court ordered/referred.

5. ABE, ELL/ESL, GED preparation, and Community Rehabilitation Programs (Sheltered Workshops) will be reported up to a maximum of 60 eligible contact hours per person per quarter, not to exceed 240 eligible contact hours per year per student.

6. High School Diploma course enrollment will be reported at 60 contact hours, which is recorded at the time of enrolling, with a maximum of 5 courses per semester-300 hours.

7. Alternative High School hours will be reported up to a maximum of 60 contact hours per course with a maximum of 5 courses per semester-300 hours.

Non-Credit Course/Program/Activity CIP Numbers And Code Sets - Summary
Fiscal Year 2004

USE ALL 8 DIGITS WHEN REPORTING NON-CREDIT ENROLLMENTS ON THE MANAGEMENT
INFORMATION SYSTEM (MIS)

Educational Functions/Programs By State Title	Classification of Instructional Programs (CIP)	Identification Code Sets (Code Set)
	CIP Numbers Occupational/Academic and/or Subject Specific	Level, Type, Special Emphasis, Object & Purpose
ADULT/CONTINUING EDUCATION (NON-CREDIT)		
Adult Basic Education		
Basic Skills (ABE)	32.010100	04 40 11 04
English Limited Language (ELL/ESL)	32.010900	04 40 11 04
English Limited Language (ELL/ESL)-Citizenship	32.010910	04 40 11 04
General Educational Development (GED)	53.020100	04 40 11 04
Community Rehabilitation Program	32.011100	04 40 11 04
Secondary Education		
High School Diploma	53.010500	04 41 11 04
Alternative High School (Non-Eligible)	53.010600	02 41 11 22
St./Fed. Mandated, Recognized, Court Ordered/Referred		
State/Federal Mandated		
Child/Dependent Adult Abuse Mandatory Reporting	61.200000	04 43 11 04
Environmental Auditor	61.100000	04 43 11 04
Iowa Course for Drinking Drivers (DUI)	61.090000	04 43 11 04
Parenting Skills/Human Growth & Development	61.160000	04 43 11 04
Reserved Peace Officer Training	61.170000	04 43 11 04
State Recognized		
Driver Safety	61.080000	04 44 11 04
Coaching Authorization	61.040000	04 44 11 04
Drivers Education		
Secondary Districts Not Reporting	61.070000	04 44 11 04
Secondary Districts Reporting (Non-Eligible)	61.070000	04 44 11 22
Hazardous Material	61.110000	04 44 11 04
Hunter Safety & Ethics	61.120000	04 44 11 04
Iowa Course for Driver Improvement (DIP)	61.060000	04 44 11 04
Mine Safety and Health Administration (MSHA)	61.130000	04 44 11 04
Motorcycle Rider	61.140000	04 44 11 04
Motorized Bicycle (Moped)	61.150000	04 44 11 04
School Bus Driver	61.180000	04 44 11 04
Snowmobile Safety	61.190000	04 44 11 04
All-Terrain Vehicles	61.210000	04 44 11 04
Watercraft/Water Skis	61.220000	04 44 11 04
Court Ordered/Referred	61.050000	04 45 11 04

Non-Credit Course/Program/Activity CIP Numbers And Code Sets - Summary, Continued
Fiscal Year 2004

Educational Functions/Programs By State Title, Continued	Classification of Instructional Programs (CIP)	Identification Code Sets (Code Set)
	CIP Numbers Occupational /Academic and/or Subject Specific	Level, Type, Special Emphasis, Object & Purpose
Enhance Employability/Academic Success		
Career/Vocational Training and Upgrading (Note: Use CIP Numbers on the Non-Credit Course Master)	Occup/Academic Specific	04 04 11 04
Apprenticeship Apprenticeship (Not 260E, 260F or 260G Funded) (Note: BAT approved-CIP identified by DE)	Occupational Specific	04 04 04 04
Corrections		
Juvenile - State/County/Homes/Other (Non-Eligible)	Occup/Subject Specific	02 04 30 22
Adult - State/County Jails, Halfway House, Rehab. Center, etc. (Non-Eligible)	Occup/Subject Specific	04 04 30 22
Economic Development		
Iowa Industrial New Jobs Training Program (260E)		
260E (Non-Eligible)	Occup/Subject Specific	04 42 41 22
260E Apprenticeship (Non-Eligible)	Occupational Specific	04 42 42 22
Iowa Job Training Program (260F)		
260F (Eligible)	Occup/Subject Specific	04 42 43 04
260F (Non-Eligible)	Occup/Subject Specific	04 42 43 22
260F Apprenticeship (Eligible))	Occupational Specific	04 42 44 04
260F Apprenticeship (Non-Eligible)	Occupational Specific	04 44 44 22
Accelerated Career Education-ACE (260G)		
260G (Eligible)	Occup/Subject Specific	04 42 45 04
260G (Non-Eligible)	Occup/Subject Specific	04 42 45 22
260G Apprenticeship (Eligible)	Occupational Specific	04 42 46 04
260G Apprenticeship (Non-Eligible)	Occupational Specific	04 42 46 22
One Source		
Eligible	Occupational Specific	04 42 48 04
Non-Eligible	Occupational Specific	04 42 48 22
Recertification/Relicensure		
Less Than Baccalaureate	Occup/Subject Specific	04 46 11 04
Baccalaureate Plus	Occup/Subject Specific	04 47 11 04
Community and Public Policy	44.050100	04 48 11 04
Family/Individual Development and Health	19.010100	04 49 11 04
Adult Learning (Non-Eligible)	Subject Specific	04 51 11 22
Leisure/Recreational (Non-Eligible)	36.010100	04 50 11 22

Non-Credit Course/Program/Activity CIP Numbers And Code Sets - Summary, Continued
Fiscal Year 2004

Local Community College - Use Only (Non-Eligible) Do Not Report to DE		
Community Service	61.300000	04 71 70 22
Conferences/Special Events/Meetings	61.310000	04 72 70 22
Staff Development/In-Service	Subject Specific	04 73 70 22
Tests	Subject Specific	04 74 70 22

CONTACT HOUR REPORTING REQUIREMENTS/PROCEDURES

> Fiscal Year 2004 Non-Credit Student Information File due on or before August 4, 2004
> Contact person: Karen F. Poole, (515) 281-3671, e-mail: karen.poole@ed.state.ia.us
> Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

All contact hour (non-credit) Adult/Continuing Education student enrollments must be reported via the Management Information System (MIS). The Non-Credit file format is included in the Management Information System (MIS) Reporting section of this manual (Non-Credit Student Information File) and the Electronic Course Catalog File. Data files are to be transmitted to the designated person at the Department of Education and must be ASCII fixed length files.

I.   GENERAL NON-CREDIT INSTRUCTIONS

A. Non-Credit Instructional Course Criteria

Non-Credit instructional courses must meet all of the criteria listed below:

1. Each course must be organized by subject matter in which instruction is offered.

2. Each course must have a minimum length of one (1) contact hour. One contact hour is equal to 50 minutes of instruction. Following are illustrations of how minutes of instruction are converted to contact hours for reporting purposes:

    a.   50 minutes = 1 contact hour
    b.   55 minutes = 1.1 contact hours
    c.   60 minutes = 1.2 contact hours
    d.   Less than 50 minutes =Not Eligible (Do not Report)

3. Each course must have a syllabus, course outline, course objectives or detailed course description on file at the community college.

4. The community college must have a written agreement with the instructor of record, for eligible courses only, identifying the conditions of the services to be provided (e.g., contractual or subscribed services agreement). When courses are transmitted to remote sites, the instructor at the origination site is the instructor of record.

5. Each course must be approved in accordance with the appropriate procedure as defined by local board policy.

6. Students must be registered according to the official registration procedures of the community college.

7. Student enrollment records appropriate for audit must be maintained for each course.

8. Courses intended for students under 16 years of age will not be eligible for state general aid, unless state mandated/state recognized/state approved or court ordered.

B. Non-Credit Reporting Procedures

1. Non-Credit student data is collected on a fiscal year basis. For courses which bridge two fiscal years, use the following procedure to determine in which year the data is to be reported.
   a. If the course starts on or before the 16th of June, report it in the current fiscal year.
   b. If the course starts on or after the 17th of June, report it in the next fiscal year.

2. Community colleges must not report more than one (1) contact hour for an individual student for the same period of time.

3. Determination of eligible/non-eligible status for all courses and student enrollments is to be based on the intent and content of the course (see flowchart-decision tree).

4. Contact hours counted for clinical programs and work experience programs, under the direction and supervision of an instructor, must be computed on the basis of the actual number of contact hours a student is enrolled and participates in the program. The maximum number of contact hours counted may not exceed 40 contact hours per week.

5. The following course/activity/program categories are not eligible for state general aid.
   a. Alternative High School
   b. Drivers Education (agreements with the secondary district to report enrollments)
   c. Corrections
   d. Adult Learning (gaining knowledge/skills to enhance function in society)
   e. Leisure/Recreational (wellness, self enjoyment, hobby, etc.)
   f. Nursing Home
   g. Non-Occupational Food and Nutrition Classes (homemaker)
   h. On-The-Job Training Hours (non-supervised work experience)
   i. 260E Activities
   j. Community Service (Do not report to DE)
   k. Conferences/Special Events/Meetings (Do not report to DE)
   l. Staff Development/In-Service (Do not report to DE)
   m. Tests (GED, CLEP, ACT, Nurse Aide, Etc.) (Do not report to DE)

6. Independent study, "To Be Arranged", courses must record all arrangements between the instructor and students indicating when the course actually met and documentation that all Non-Credit Instructional Course Criteria are satisfied.

7. Open entry/open exit, individualized, and self-paced courses will report the total number of contact hours that students would have received had the course been offered in a traditional manner. Examples include: self-paced programs operated by auto tutorial, online course delivery, and other non-traditional methods.

8. Total registrations less withdrawals through the first two (2) meetings are reported as total enrollment in courses with multiple sessions.

9. Contact hours reported under Adult Basic Education (ABE), English Limited Language (ELL/ESL), English Limited Language (ELL/ESL)-Citizenship, General Educational Development (GED) test preparation, and Community Rehabilitation Programs are considered eligible and reported up to a maximum of 60 contact hours per quarter attended, not to exceed 240 contact hours per student per year.

10. All contact hour (non-credit) student enrollments must be reported via the Management Information System (MIS).

BEGIN

Is the program state or federal mandated, state recognized, or court ordered/ referred? — *Yes*

No

Is the intended audience 16 years of age or older? — *No*

Yes

Is the intent of the program to enhance employability or academic success?* — *Yes*

No

Is the intent of the program to teach skills to enable participants to influence community or public policy?+ — *Yes*

No

Is it the intent of the program to teach life skills that enhance family development or family health?# — *Yes*

No

Not eligible for State General Aid Use non-eligible code set

Eligible for State General Aid Use eligible code set

END

C. Determining Eligible vs. Non-Eligible

All non-credit student enrollments are required to be included in the year-end report, unless otherwise noted by the Department of Education. However, not all courses are eligible for state general aid.

This flowchart-decision tree is to be used to determine eligibility for courses that are not currently identified in this section of the manual. Consult the General Instructions section of this manual and then apply the flowchart-decision tree to the left, considering the intent and content of the course.

If a college requires a CIP number to identify a program/course/activity not listed on the Non-Credit Course Master, consult the Adult Deans & Directors and contact the Department of Education to obtain a CIP Number and Identification Code Set.

Intent and Content of Courses

Enhance Employability (*) courses are designed for the specific purpose of upgrading the skills of persons employed and retraining persons for new employment.

Academic Success (*) is defined as the advancement of a person's knowledge in traditional educational studies (e.g., math, science, literature, and history).

Community or Public Policy (+) focuses on the systematic analysis of public policy issues and decision processes. Includes instruction in the role of economic and political factors in public decision-making and policy formation, microeconomic analysis of policy issues, and related other topics.

Family/Individual Development and Health (#) is defined as how individuals function in family, work, and community settings and how they relate to their physical, social, emotional, and intellectual environments.

a. Examples of Individual Development include: Interpersonal relationships, parenthood education, child growth and development, and family resource management.

b. Examples of Health include: Childbirth education, substance abuse prevention, disease management and prevention, and adjustment to disability and hearing impairments.
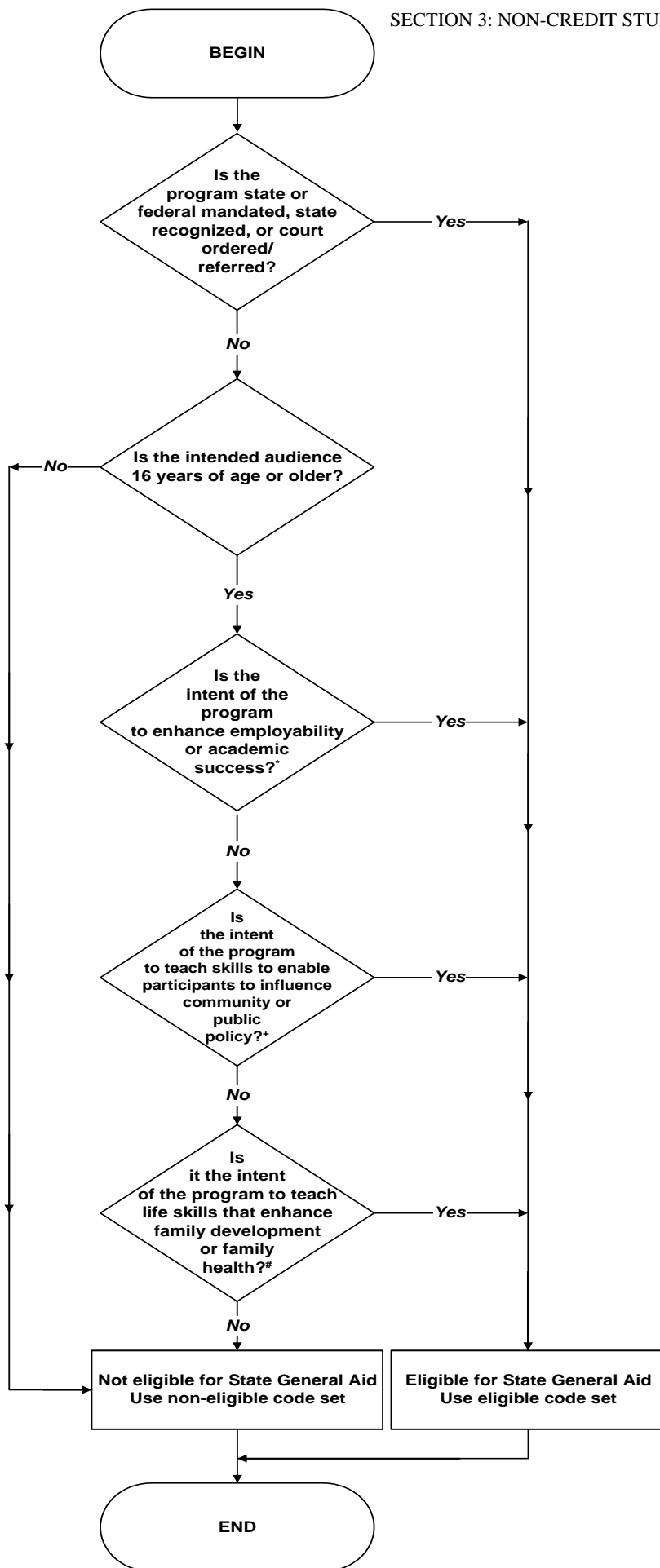
D.   Classification of Instructional Program (CIP) Numbers, Code Sets, and Subject Content

The Classification of Instructional Program (CIP) Manual is a document published by the United State Department of Education and mandated for use by the Iowa Department of Education. Its purpose is to provide a vehicle for accurate and consistent reporting of activities in community colleges. Inclusion in the federal CIP manual does not imply that a course is eligible for state general aid. This document is based on the Classification of Instructional Programs: 2000 Edition (May 2002 copyright) CIP Manual (www.nces.ed.gov/ipeds/web2000/cip2000.asp).   See the Non-Credit Course Master, Fiscal Year 2004.

The Iowa Department of Education assigns all CIP numbers based on federal and Iowa reporting requirements. Instructional Code Sets are also state assigned and utilized to classify courses by the following categories: a) Level of Instruction; b) Type of Activity; c) Special Emphasis; and d) Object and Purpose.

Note: Contact the Department of Education before assigning any CIP number that is not listed on the Non-Credit Course Master and/or to determine eligible code sets not previously reported by your college.

II.   NON-CREDIT CATEGORIES

A. Adult Basic Education (ABE)

Includes Basic Skills (ABE), English Limited Language (ELL/ESL), English Limited Language (ELL/ESL)-Citizenship, General Educational Development (GED) test preparation, and Community Rehabilitation Programs (Sheltered Workshops). Student enrollments in any of these categories are considered eligible and will be reported up to a maximum of 60 contact hours per quarter attended, not to exceed 240 contact hours per student per year. The first quarter is July-September, second quarter is October-December, third quarter is January-March, and fourth quarter is April-June.   ABE program administrators must complete the "Annual Performance Report for the Adult Education State Administered Programs.

Developmental Education Courses
Non-Credit developmental education includes courses/programs/activities in one of the five-identifiers/subject areas (Math, Science, English, Communications, Other).   Colleges must provide the course name and course number of all developmental education courses to the Department of Education.

Corrections - Adult Basic Education (ABE) courses/programs/activities delivered to enhance life skills, and academic and/or employability success for individuals who are criminal offenders, juvenile and adult offenders, and who are residents of a county, state, private, confinement, rehabilitation, and/or correctional facility are not eligible for state general aid.   See the Corrections heading in this section of the manual. NOTE: All non-credit hours generated by corrections individuals are to be reported under the following corrections codes sets:

Juvenile	CIP Occupational/Subject Specific	02 04 30 22
Adult	CIP Occupational/Subject Specific	04 04 30 22

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1. Basic Skills (ABE)   **CIP 32.010100**   **Code Set 04 40 11 04**

Adult Basic Education: A program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving or computation at a level necessary to function in society, on a job or in a family.

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2. English Limited Language (ELL/ESL)   **CIP 32.010900**   **Code Set 04 40 11 04**

English literacy programs of instruction designed to help adults who are limited English proficient achieve competence in the English language.

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3. English Limited Language (ELL/ESL)-   **CIP 32.010910**   **Code Set 04 40 11 04**
    Citizenship

A program of instruction designed to help adults who are limited English proficient achieve competence in English with focus on language skills necessary to obtain citizenship.

A.	Adult Basic Education (ABE), Continued

4.	General Educational Development (GED)	CIP 53.020100	Code Set 04 40 11 04

A program of instruction designed to assist adults prepare for the GED Test Battery.

5.	Community Rehabilitation Programs	CIP 32.011100	Code Set 04 40 11 04

These courses and programs serve individuals in Community Rehabilitation Programs (Sheltered Workshop) with individualized education plans demonstrating identified educational goals and objectives.

B.	Secondary Education

1.	High School Diploma Course	CIP 53.010500	Code Set 04 41 11 04

This category refers to programs designed for persons enrolled in a course or program, which culminates in a community college adult high school diploma or secondary high school diploma. The established length is 60 contact hours per course, which is recorded at the time of enrolling, with a maximum of 5 courses per semester-300 contact hours.

2.	Alternative High School	CIP 53.010600	Code Set 02 41 11 22

A formalized agreement/contractual arrangement between a community college and secondary school district(s) under Iowa Code, Subsection 256.9(43). Student enrollments are not eligible for state general aid but must be reported on the MIS. NOTE: Should be reported up to a maximum of 60 hours per course, with a maximum of 5 courses per semester-300 contact hours.

C.	State or Federal Mandated/State Recognized/Court Ordered/Referred

Is the program state or federal mandated, state recognized, or court ordered/ referred?
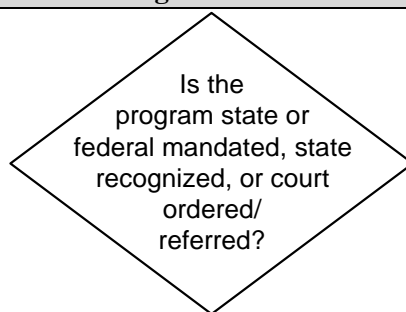
This category includes courses and programs that are State or Federal Mandated/State Recognized/Court Ordered or are an organized educational instruction designed to meet legislated or licensing requirements as defined in the Code of Iowa.

1.	State or Federal Mandated

Child/Dependent Adult Abuse Mandatory Reporting CIP 61.200000	Code Set 04 43 11 04

Iowa Code section 135.11 states that a person who works in a position classification that under law makes the person a mandatory reporter of child or dependent adult abuse must receive instruction approved by the Department of Human Services.

1.   State or Federal Mandated, Continued

| **Environmental Auditor Program** | **CIP 61.100000** | **Code Set 04 43 11 04** |

Iowa Code chapter 455K, specifically, § 455K.10 mandates that the program is "made available to small and large business owners and operators, consulting engineers, regulatory personnel, and citizens through the community college system."

| **Iowa Course for Drinking Driving (DUI)** | **CIP 61.090000** | **Code Set 04 43 11 04** |

Iowa Code § 321J.22 states that this course "shall be offered on a regular basis at each community college" unless a properly licensed substance abuse treatment program within the college's merged area offers the course. Designed for persons who have been convicted of driving while under the influence of drugs and/or alcohol. Quarterly reporting of DUI enrollment and submission of administrative fees is required.

| **Parenting Skills/** | **CIP 61.160000** | **Code Set 04 43 11 04** |
| **Human Growth and Development** | | |

Iowa Code § 279.50 requires each community college "which offers general adult education classes or courses" to "periodically offer an instructional program in parenting skills and in human growth and development for parents, guardians, prospective biological and adoptive parents, and foster parents." NOTE: Licensed Child Care Provider will be reported as CIP Number 19.07090000 and Code Set 04 04 11 04.

| **Reserve Peace Officer Training** | **CIP 61.170000** | **Code Set 04 43 11 04** |

Iowa Code § 80D.4 states: [Training for individuals appointed as reserve peace officers shall be provided by that law enforcement agency, but may be obtained in a community college or other facility selected by the individual and approved by the law enforcement agency.]

2.   State Recognized

| **Driver Safety** | **CIP 61.080000** | **Code Set 04 44 11 04** |

AARP Driver Safety Program (55 Alive)
American Association of Retired Persons (AARP) 55 Alive course designed to refine existing driving skills and improve defensive driving techniques for the mature driver.

Recreational Vehicle Safety (RV Safety)
Course is designed for one or two drivers in the same RV unit. With the training received in this course the driver will need more experience to become more proficient in all areas of RV driving, however, this course will prepare the trainees to better understand the hazards and to learn faster from the experiences of others.

2. State Recognized, Continued

Coaching Authorization	CIP 61.040000	Code Set 04 44 11 04

Iowa Code § 272.31 states that a person applying for a coaching authorization shall complete Board of Educational Examiners approved courses of instruction. Many of these courses can be accessed through a community college and include those relating to knowledge and understanding of the structure and function of the human body in relation to physical activity, human growth and development of children and youth in relation to physical activity, prevention and care of athletic injuries and medical and safety problems relating to physical activity, and techniques and theory of coaching interscholastic athletics.

Drivers Education

Secondary Districts Not Reporting	CIP 61.070000	Code Set 04 44 11 04
Secondary Districts Reporting (Non-Eligible)	CIP 61.070000	Code Set 04 44 11 22

Iowa Code § 321.178 states that the approved course. "An approved driver education course as programmed by the department shall consist of at least thirty clock hours of classroom instruction, of which no more than one hundred eighty minutes shall be provided to a student in a single day, and six or more clock hours of laboratory instruction of which at least three clock hours shall consist of street or highway driving." Courses delivered through a formal agreement with a community school district are reported with a non-eligible code set (04 44 11 22). If the course is offered independently from the secondary school, the course is eligible for reimbursement as a State Recognized offering and should be reported under an eligible code set (04 44 11 04).

Hazardous Material Education	CIP 61.110000	Code Set 04 44 11 04
(Removal, etc.)		

Department of Natural Resources (DNR) is to provide for such education and may cooperate with the community college for course delivery. (e.g., Iowa Code section 455B. 484)

Hunter Safety and Ethics	CIP 61.120000	Code Set 04 44 11 04
Education Program		

Both statute (Iowa Code § 483A.27) and rule (571—IAC 15.1) address this program. The Natural Resource Commission is required to approve the program, which may be provided pursuant to § 483A.27(6): "A public or private school or organization approved by the department [DNR] may co-operate with the department [DNR] in providing a course in hunter safety and ethics education as provided in this section."

Iowa Course for Driver Improvement (DIP)	CIP 61.060000	Code Set 04 44 11 04

Department of Transportation (DOT) course of instruction <u>must</u> cover defensive driving techniques and the modification of driving behavior and attitudes. Designed for persons who have committed a serious violation of the motor vehicle laws of Iowa.

2.   State Recognized, Continued

Mine Safety and Health Administration (MSHA)   CIP 61.130000   Code Set 04 44 11 04

The United States Department of Labor, Mine Safety and Health Administration (MSHA) State Grants Program distributes federal grants to 44 States and the Navajo Nation. Courses include New Miner, Refresher, HAZ COM, and DE approved occupational specific training.

Motorcycle Rider Education   CIP 61.140000   Code Set 04 44 11 04

This course is to be either approved and/or established by "the department of transportation" or "a private or commercial driver education school licensed by the Department of Transportation," Iowa Code § 321.180B. The DOT 761-IAC635.2-agency rule states that "any entity" may seek approval of the DOT to teach the course.

Motorized Bicycle (Moped)   CIP 61.150000   Code Set 04 44 11 04

Iowa Code § 321.189(7) states "A person under the age of sixteen applying for a driver's license valid only for operation of a motorized bicycle shall also be required to successfully complete a motorized bicycle education course approved and established by the department or successfully complete an approved motorized bicycle education course at a private or commercial driver education school licensed by the department."

School Bus Driver   CIP 61.180000   Code Set 04 44 11 04

Iowa Code § 321.376 states that a person applying for employment or employed, as a school bus driver shall successfully complete a Department of Education approved course of instruction. Note: Includes the yearly 3-hour in-service course.

Snowmobile Safety   CIP 61.190000   Code Set 04 44 11 04

Various sections in chapter 321G of the Iowa Code states that persons desiring to operate a snowmobile must receive instruction, approved by DNR, in snowmobile operation, safety, and state driving laws as they apply to snowmobiling.

All-Terrain Vehicle   CIP 61.210000   Code Set 04 44 11 04

Iowa Code § 321G.23 states that persons desiring to operate an all-terrain vehicle are required to successfully complete a DNR certified course of instruction in the lawful and safe use, operation, and equipping.

Watercraft/Jet Ski   CIP 61.220000   Code Set 04 44 11 04

Iowa Code 462A.12 states that persons who are twelve years of age and older, but less than eighteen years of age, who which to operate a personal watercraft shall successfully complete a DNR approved watercraft safety course.

3. Court Ordered/Referred	CIP 61.050000	Code Set 04 45 11 04

These programs/courses are ordered by the court for individuals to complete, and may be offered by the community college. Examples:

- Anger Management
- Batterers Education
- Children in the Middle
- Defensive Driving Course (DDC)
- Misdemeanors
- Shoplifting
- Sand Castles
- SAVE (Stop Abuse of the Vulnerable Elderly)

D. Enhance Employability/Academic Success

Is the intent of the program to enhance employability or academic success?*
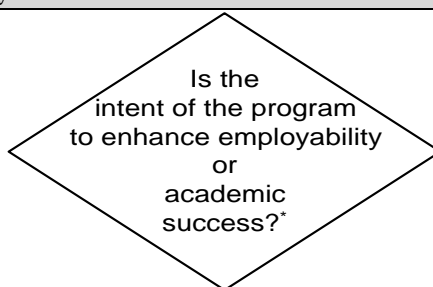
Enhance Employability (*) intent and content of courses are designed for the specific purposes of upgrading the skills of persons presently employed and retraining persons for new employment.

Academic Success (*) is defined as the advancement of a person's knowledge in traditional educational studies (e.g., math, science, literature, and history).

1. Career/Vocational Training And Upgrading	CIP Occup/Academic Specific	Code Set 04 04 11 04

Individual non-credit courses and short term programs designed for the specific purpose of training persons for employment, upgrading the skills of persons presently employed, and retraining persons for new employment.

  NOTE: Also include all CPR and First Aid Training and contract/customized business/industry training and Short Term Preparatory Non-Credit Program, (program which operates less than one term and 120 contact hours or more), which are designed to provide the specific skills and knowledge essential for successful entry into an occupation.

Use only state approved occupational specific CIP numbers listed in Appendix A - Non-Credit Course Master for Year-End Reporting on the MIS and CE-4b. NOTE: If training is request for occupations, other than those listed on the state approved list, contact the Department for approval.

D.	Enhance Employability/Academic Success, Continued

2.	Apprenticeship	CIP Occupational Specific	Code Set 04 04 04 04
	(Not 260E/260F/260G Funded)		

Apprenticeship programs that are <u>not</u> funded by Iowa Department of Economic Development Programs (260E/260F/260G) must utilize the code set of 04 49 04 04.   (See Economic Development for reporting apprenticeship programs funded through 260E/260F/260G)   All apprenticeship programs must be <u>registered</u> with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Report.   Students must be registered with the Bureau of Apprenticeship and Training.   The Department of Education, with direction from BAT, will inform each community college of their approved apprenticeship programs.

3.	Corrections		
	(State/County, Private, Etc.)		
	Juvenile	CIP Occupational/Subject Specific	02 04 30 22
	Adult	CIP Occupational/Subject Specific	04 04 30 22

Programs to enhance life skills, and academic and/or employability success for individuals who are criminal offenders, juvenile and adult offenders, and who are residents of a county, state, private, etc. confinement, rehabilitation, and/or correctional facility.   Non-Credit correctional activities are not eligible for state general aid.   NOTE: All non-credit hours generated by corrections individuals are to be reported in these codes sets.

4.	Economic Development	CIP Occupational/Subject Specific Code Set See Next Page

Courses delivered by community colleges through economic development (Iowa Department of Economic Development-IDED) initiatives include Iowa Industrial New Jobs Training Programs (260E), Iowa Jobs Training Programs (260F), Accelerated Career Education - ACE (260G), and Apprenticeship Programs.   All community college economic development programs must be included in year-end reporting.

Iowa Industrial New Jobs Training Programs (260E)
Assists businesses that are creating new positions or new jobs in the State of Iowa. The community college district in which the new or expanding business is located issues training certificates (bonds) to pay for the training costs. 260E courses are reported with a subject specific CIP and a non-eligible code set and are <u>not</u> eligible for state general aid.

Iowa Jobs Training Programs (260F)
Fosters growth and competitiveness of Iowa's business and industry by building workforce skills and expertise. Customized training programs are developed for new or current employees.

Accelerated Career Education - ACE (260G)
Supports the development or expansion of educational programs that address critical workforce skills and expertise for Targeted Industries.

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4. Economic Development, Continued

Apprenticeship Programs-Funded by IDED

Apprenticeship programs funded through programs identified, as 260E/260F/260G must utilize the code sets noted in the Economic Development Program Table below. All apprenticeship programs must be <u>registered</u> with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered with the Bureau of Apprenticeship and Training. The Department of Education, with direction from BAT, will inform each community college of their approved apprenticeship programs.

Economic Development Program Table	Classification of Instructional Program (CIP) Number	Identification Code Set (Code Set)
Iowa Industrial New Jobs Training Program		
260E (Non-Eligible)	Occupational/Subject	04 42 41 22
260E – Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 42 22
Iowa Job Training Program		
260F (Eligible)	Occupational/Subject	04 42 43 04
260F (Non-Eligible)	Occupational/Subject	04 42 43 22
260F – Apprenticeship (Eligible)	Occupational/Subject	04 42 44 04
260F – Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 44 22
Accelerated Career Education Program - ACE		
260G (Eligible)	Occupational/Subject	04 42 45 04
260G (Non-Eligible)	Occupational/Subject	04 42 45 22
260G – Apprenticeship (Eligible)	Occupational/Subject	04 42 46 04
260G – Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 46 22

Iowa Values Funds - Workforce Training and Economic Development Funds

A workforce training and economic development fund is created for each community college. For more information and clarification of eligible use of funds refer to 260C.18A. Projects in the areas of information technology and insurance, and life sciences, which include, but not limited to, the areas of biotechnology, health care technology, and nursing, care technology:

    a. Accelerated Career Education - (ACE) chapter 260G
    b. Jobs Training Act-chapter 260F
    c. Career Academies - Iowa Code 281-47.1 (260C)
    d. Vocational and Technical Training (260C.1, subsections 2 and 3)
    e. Job Retention Projects (section 260F.9)

Enrollments are to be included in the Non-Credit Student Information File. A separate Iowa Values Funds-Workforce and Economic Development Funds Information File is to be sent to DE for year-end reporting. Additional specific reporting requirements for economic development projects/programs are included in the Economic Development section and Management Information System (MIS) Reporting Section of this manual.

D.	**Enhance Employability/Academic Success,** Continued

5.	**One Source Training**	**CIP Occupational/Subject**	**Code Set 04 42 48 04**
	(IDED Funded/Non-IDED Funded)	**CIP Occup/Subject (Non-Eligible)**	**Code Set 04 42 48 22**

One Source Training is the partnership of Iowa's 15 community colleges to deliver training on a statewide basis. Enrollments are to be included in the Non-Credit Student Information File. **Note: If a student is enrolled in the same course for One Source and a House File Project, the college must split the contact hours before submitting to MIS using two of the correct code sets, one for One Source and one for House File. Refer to Economic Development for correct code set for House File**. Additional specific reporting requirements are included in the Management Information System (MIS) Reporting section of this manual.

6.	**Recertification/Relicensure**		
	Less than Bacculaureate	**CIP Occupational/Subject**	**Code Set 04 46 11 04**
	Baccalaureate and Above	**CIP Occupational/Subject**	**Code Set 04 47 11 04**

  a. Less Than Baccalaureate Occupations
     Designed for individuals employed in occupations that require less than a four-year degree and who are required to be recertified or relicensed (e.g., chemical application).

  b. Baccalaureate and Above Occupations
     Designed for individuals employed in occupations that require a four-year college degree or above and are required to be recertified or relicensed., which doesn't lead to an additional degree (e.g. Education, Health Care Providers, Lawyers, Insurance, etc.).
     Note: Utilize this category for reporting Nursing and Health Care Providers regardless of their level of education.

E.	**Community and Public Policy**	**CIP 44.050100**	**Code Set 04 48 11 04**

Is
the intent
of the program
to teach skills to enable
participants to influence
community or
public
policy?[+]
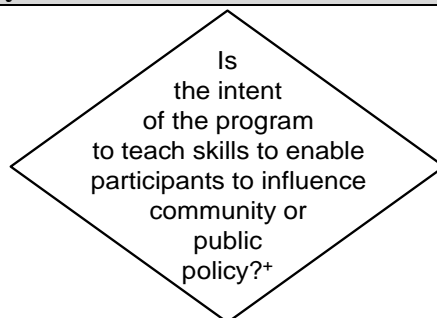
Community or Public Policy (+) program that focuses on the systematic analysis of public policy issues and decision processes. Includes instruction in the role of economic and political factors in public decision-making and policy formation, microeconomic analysis of policy issues, and other topics as described under CIP 44.05010000.

F.   Family/Individual Development and Health   CIP 19.01010000   Code Set 04 49 11 04
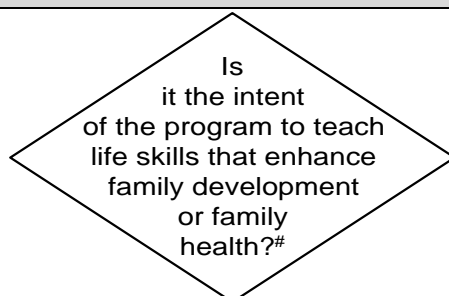
Is
it the intent
of the program to teach
life skills that enhance
family development
or family
health?#

Family/Individual Development and Health (#) is defined as how individuals function in family, work and community settings and how they relate to their physical, social, emotional, and intellectual environments. Note: Food and Nutrition courses/classes are eligible only if they are a part of an occupational offering. The Federal Government has declared that Homemaking is not an occupation.

   a. Examples of Development include: interpersonal relationships, parenthood education, child growth and development, and family resource management

   b. Examples of Health include: childbirth education, substance abuse prevention, disease management and prevention, and adjustment to disability and hearing impairments. NOTE: CPR and First Aid training will be reported in Career/Vocational Training and Upgrading.

G.   Adult Learning (Non-Eligible)   CIP Subject Specific   Code Set 04 51 11 22

Courses offered for gaining knowledge and/or understanding of valuable skills used throughout life to enhance their functioning in society. It should be noted that just because a class is not on the list, does not imply eligibility. These courses are <u>not</u> employability related or for leisure/recreational purposes or don't qualify for Family/Individual Development and Health or Community and Public Policy.

Adult Learning Non-Eligible Categories/Examples

Computers/Internet	Retirement	Taxes
Concepts of Computers	Finances and Investments	Updates on Tax Laws
Operation of Computers	Changes and Alternatives in Health Care	
Buying and Selling on E-Bay	Adequate Health Care Coverage While on Medicare	
Uses and Options for E-Mailing	Understanding Tax Laws for Retirement	

H.   Leisure/Recreational (Non-Eligible)   CIP 36.010100   Code Set 04 50 11 22

Courses offered as leisure/recreational, casual culture, wellness, or self-enjoyment. It should be noted that just because a class is not on the list, does not imply eligibility. Use the flowchart-decision tree and review the general instructions/reporting procedures to make that determination.

Leisure/Recreational Non-Eligible Categories/Examples

Recreation	Wellness	Self-Enjoyment	Hobby	Tours
Volleyball	Tai Chi	Food Preparation	Quilting	
Dance	Raeki	Landscaping	Rug Hooking	
Shopping	Swimming	Home Decorating	Master Gardener	
Horseback Riding	Therapeutic Touch	Aircraft (Private)	Home Repair	
Bowling	Yoga	Pet Care/Training	Crafts	
			Clothing	

I. Local Community College - Use Only (Non-Eligible)	Do **Not** Report to the Department of Education

1. Community Service	CIP 61.30000	Code Set 04 71 70 22

This category may be used as a vehicle to track activities the college is involved in that do not meet the criteria for a course and are <u>not</u> eligible for state general aid.

2. Conferences/Special Events/Meetings	CIP 61.310000	Code Set 04 72 70 22

Contact hours generated from conferences/special events/meetings that do not meet the course criteria and are <u>not</u> eligible for state general aid.

3. Staff Development/In-Service	CIP Subject Specific	Code Set 04 73 70 22

Contact hours for staff development/in-service training sessions for community college employees and are <u>not</u> eligible for state general aid.

4. Tests	CIP Subject Specific	Code Set 04 74 70 22

Contact hours for the time students spend taking tests that are not a part of a course or program and <u>not</u> eligible for state general aid. Examples include GED tests, independent testing for licensure boards, independent screening, testing for business and industry, governmental agencies, and other independent standardized testing programs.

NON-CREDIT COURSE MASTER
FISCAL YEAR 2004

USE ALL 8 DIGITS WHEN REPORTING NON-CREDIT ENROLLMENTS ON THE MANAGEMENT
INFORMATION SYSTEM (MIS)

CIP NUMBER	STATE TITLES
01	**AGRICULTURE, AGRICULTURE OPERATIONS, AND RELATED SCIENCES**
01.010100	Agricultural Business and Management
01.020100	Agricultural Mechanization
01.030200	Animal/Livestock Husbandry and Production
01.030400	Crop Production
01.040100	Agricultural and Food Products Processing
01.060000	Applied Horticulture/Horticultural Business Services
01.060500	Landscaping and Grounds keeping,
03	**NATURAL RESOURCES AND CONSERVATION**
03.010100	Natural Resources/Conservation
09	**COMMUNICATION, JOURNALISM, AND RELATED PROGRAMS**
09.010100	Communication Studies/Speech Communication and Rhetoric
09.090200	Public Relations/Image Management
10	**COMMUNICATIONS TECHNOLOGIES/TECHNICIANS AND SUPPORT SERVICES**
10.010000	Communications Technology
10.030300	Prepress/Desktop Publishing and Digital Imaging Design
10.030500	Graphic and Printing Equipment Operator, General Production
10.030700	Printing Press Operator
11	**COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES (Hardware)**
11.050100	Computer Systems Analysis/Analyst
11.090100	Computer Systems Networking and Telecommunications
11.10990	Computer Information Administration and Management
12	**PERSONAL AND CULINARY SERVICES**
12.030100	Funeral Service and Mortuary Science
12.040100	Cosmetology/Cosmetologist
12.050000	Cooking and Related Culinary Arts
12.050600	Meat Cutting/Meat Cutter
12.999900	Gaming and Sports Officiating
13	**EDUCATION**
13.010100	Education
14/15	**ENGINEERING TECHNOLOGIES/TECHNICIANS**
14.010100	Engineering
15.000000	Engineering Technology, General
15.010100	Architectural Engineering Technology/Technician
15.020100	Civil Engineering Technology/Technician
15.030300	Electrical, Electronic and Communications Engineering Technology/Technician
15.040400	Instrumentation Technology/Technician
15.050000	Environmental Control Technologies/Technicians
15.050100	Heating, Air Conditioning and Refrigeration Technology/Technician (ACH/ACR/ACHR/HRAC/HVAC/AC Tech)
15.050300	Energy Management and Systems Technology/Technician
15.050500	Solar Energy Technology/Technician
15.050600	Water Quality and Wastewater Treatment Management and Recycling Technology/Technician
15.050700	Environmental Engineering Technology/Environmental Technology

NON-CREDIT COURSE MASTER, Continued
FISCAL YEAR 2004

CIP	STATE TITLES
14/15	**ENGINEERING TECHNOLOGIES/TECHNICIANS,** Continued
15.050800	Hazardous Materials Management and Waste (Not State Course)
15.061200	Industrial Technology/Technician
15.070000	Quality Control and Safety Technologies/Technicians
15.070100	Occupational Safety and Health Technology/Technician
15.110300	Hydraulics and Fluid Power Technology/Technician
15.130100	Drafting and Design Technology/Technician
15.130600	Mechanical Drafting and CAD/CADD
16	**FOREIGN LANGUAGES, LITERATURES, AND LINGUISTICS**
16.010100	Foreign Language
16.160300	Sign Language Interpretation and Translation
19	**FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES**
19.000000	Family and Consumer Sciences/Human Sciences
19.010100	Family and Human Development and Health
19.050500	Food Service Systems Administration/Management
19.060500	Home Furnishings and Equipment Installers
19.070600	Child Development
19.070900	Child Care Provider/Assistant
19.090100	Apparel and Textiles
22	**LEGAL PROFESSIONS AND STUDIES**
22.030100	Legal Administrative Assistant/Secretary
22.999900	Legal Professions and Studies
24	**LIBERAL ARTS AND SCIENCES, GENERAL STUDIES AND HUMANITIES**
24.010100	Liberal Arts and Sciences/Liberal Studies
24.010200	General Studies
32	**BASIC SKILLS**
32.010100	ABE Basic Skills
32.010500	Job-Seeking/Changing Skills
32.010900	ABE - English Limited Language (ELL/ESL)
32.010910	ABE - English Limited Language (ELL/ESL) - Citizenship
32.011100	Community Rehabilitation Program (Sheltered Workshops)
36	**LEISURE AND RECREATIONAL ACTIVITIES**
36.010100	Leisure and Recreational
41	**SCIENCE TECHNOLOGIES/TECHNICIANS**
41.010100	Biology Technician/Biotechnology Laboratory Technician
41.030100	Chemical Technology/Technician
43	**SECURITY AND PROTECTIVE SERVICES**
43.010700	Criminal Justice/Police Science
43.011500	Homeland Security and Terrorism
43.020100	Fire Protection and Safety Technology/Technician
43.020300	Fire Science/Firefighting
43.999900	Security and Protective Services
44	**PUBLIC ADMINISTRATION AND SOCIAL SERVICE PROFESSIONS**
44.050100	Community and Public Policy
44.999900	Public Administration and Social Service Professions

NON-CREDIT COURSE MASTER, Continued
FISCAL YEAR 2004

CIP NUMBER	STATE TITLES
46	**CONSTRUCTION TRADES**
46.010100	Mason/Masonry
46.020100	Carpentry/Carpenter
46.030100	Electrical and Power Transmission Installation
46.030200	Electrician
46.040100	Building/Property Maintenance and Management
46.040300	Building/Home/Construction Inspection/Inspector
46.040600	Glazier
46.040800	Painting/Painter and Wall Covering
46.041000	Roofer
46.041100	Metal Building Assembly
46.041400	Insulation Installation
46.049900	Building/Construction Finishing, Management, and Inspection
46.050200	Pipefitting/Pipe Fitter and Sprinkler Fitter
46.999900	Construction Trades
47	**MECHANICS AND REPAIR TECHNOLOGIES/TECHNICIANS**
47.010100	Electrical/Electronics Equipment Installation and Repair
47.010300	Communications Systems Installation and Repair
47.010500	Industrial Electronics
47.020100	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance (Include Basic Operation)
47.030000	Heavy/Industrial Equipment Maintenance
47.030200	Heavy Equipment Maintenance y
47.030300	Industrial Mechanics and Maintenance
47.060300	Auto Body Collision and Repair
47.060400	Automotive Mechanics
47.060500	Diesel Mechanics
47.060600	Small Engine Mechanics and Repair
47.999900	Mechanics and Repair
48	**PRECISION PRODUCTION**
48.030000	Leatherworking and Upholstery
48.050100	Machine Tool/Machinist
48.050300	Machine Shop/Assistant
48.050600	Sheet Metal
48.050700	Tool and Die
48.050800	Welding
48.059900	Precision Metal Working
48.070000	Woodworking
48.070400	Plastic Mold Design
49	**TRANSPORTATION AND MATERIALS MOVING**
49.010100	Aeronautics/Aviation/Aerospace Science and Technology
49.010400	Aviation/Airway Management and Operations
49.020000	Ground Transportation
49.020200	Construction/Heavy Equipment/Earthmoving Equipment Operation
49.020500	Truck and Bus Driver/Commercial Vehicle Operation
49.999900	Transportation and Materials Moving,
50	**VISUAL AND PERFORMING ARTS**
50.040600	Commercial Photography

NON-CREDIT COURSE MASTER, Continued
FISCAL YEAR 2004

CIP NUMBER	STATE TITLES
51	**HEALTH PROFESSIONS AND RELATED CLINICAL SCIENCES**
51.069900	Dental Services and Allied Professions
51.070200	Hospital and Health Care Facilities Administration/Management
51.079900	Health and Medical Admin. Services
51.080100	Medical/Clinical Assistant
51.080800	Veterinary/Animal Health Technology/Technician and Veterinary Assistant
51.081000	Emergency Medical Technician - Ambulance
51.090400	Emergency Medical Services (EMS & EMS Refresher)
51.090410	First Responder
51.090420	Emergency Medical Technician - Basic I
51.090430	Emergency Medical Technician - Intermediate
51.090440	Emergency Medical Technician - Iowa Paramedic I
51.090450	Emergency Medical Technician - Iowa Paramedic II
51.090460	Emergency Medical Technician - Paramedic Specialist I
51.090470	Emergency Medical Technician - Paramedic Specialist II
51.090480	Emergency Medical Technician - Paramedic Specialist III
51.090490	Emergency Medical Technician - Paramedic Specialist IV
51.091700	Emergency Rescue Technician
51.099000	CPR and First Aid
51.099900	Allied Health Diagnostic, Intervention, and Treatment (Occup.Ther., Phar. Asst., Rad. Ther., Phleb., Clin/Med. Lab. Tech., Limited Pract. Radiog., etc).
51.120100	Medicine (MD)
51.150100	Substance Abuse/Addiction Counseling
51.150300	Clinical/Medical Social Work
51.159900	Mental and Social Health Services and Allied Professions
51.161400	Nursing Assistant (Cert. Nursing Asst., Health Aid/Attendant/Orderly, Feeder Aid)
51.169900	Nursing and Health Care Providers (Nurse Adm., LPN, Public Health Nurse, ADN,)
51.230800	Physical Therapy/Therapist
51.239900	Rehabilitation and Therapeutic Professions (Phy. Ther., Ther. Prof.)
51.240100	Veterinary Medicine (DVM)
51.260200	Home Health Aide/Home Attendant (includes 75 Hr. Health Aid)
51.260300	Medication Aide
51.260400	Medication Manager
52	**BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES (Software)**
52.020100	Business Administration and Management and Related Support Services
52.020300	Logistics and Materials Management
52.020400	Office Management and Supervision
52.020500	Operations Management and Supervision
52.020600	Non-Profit/Public/Organizational Management
52.030100	Accounting
52.040100	Administrative Assistant and Secretarial Science
52.040700	Business/Office Automation/Technology/Data Entry
52.070100	Entrepreneurship/Entrepreneurial Studies
52.080100	Finance)
52.090300	Tourism and Travel Services Management and Marketing
52.100100	Human Resources Management/Personnel Administration, General
52.120100	Management Information Systems

NON-CREDIT COURSE MASTER, Continued
FISCAL YEAR 2004

CIP NUMBER	STATE TITLES
52	**BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES (Software),** Continued
52.140100	Marketing/Marketing Management
52.150100	Real Estate
52.160100	Taxation
52.17010	Insurance
52.180100	Sales, Distribution, and Marketing Operations, General
52.190800	Personal Financial Services Marketing Operations
53/59	**HIGH SCHOOL/SECONDARY PROGRAMS, DIPLOMAS AND CERTIFICATES**
53.010500	High School Diploma
53.010600	Alternative High School
53.020100	General Educational Development (GED)
59.000000	Secondary Jointly Administration Preparatory Summary-CE4b ONLY
61	**STATE OR FEDERAL MANDATED, STATE RECOGNIZED, & COURT ORDERED/REFERRED**
61.040000	Coaching Authorization
61.050000	Court Ordered/Referred
61.060000	Iowa Course for Drivers Improvement (DIP)
61.070000	Drivers Education
61.080000	Driver Safety - AARP Driver Safety Program (55 Alive) & Recreational Vehicle Safety (RV)
61.090000	Iowa Course for Drinking Drivers (DUI)
61.100000	Environmental Auditor
61.110000	Hazardous Material - State Recognized Course
61.120000	Hunter Safety and Ethics
61.130000	Mine Safety and Health Administration (MSHA)
61.140000	Motorcycle Rider
61.150000	Motorized Bicycle (Moped)
61.160000	Parenting Skills/Human Growth And Development
61.170000	Reserved Peace Officer Training
61.180000	School Bus Driver, (Include 3 hr. in-service)
61.190000	Snowmobile Safety
61.200000	Child/Dependent Adult Abuse Mandatory Reporting
61.210000	All-Terrain Vehicle
61.220000	Water Craft/Jet Ski
61	**LOCAL COMMUNITY COLLEGE - Use Only-DO NOT REPORT TO DE**
61.300000	Community Service
61.310000	Conferences/Special Events/Meetings

**NOTE: CONTACT THE DEPARTMENT OF EDUCATION BEFORE CIP NUMBER (S) OR IDENTIFICATION CODE SETS THAT ARE NOT LISTED ON THE NON-CREDIT COURSE MASTER

EXAMPLES OF SPECIFIC COURSES FROM THE NON-CREDIT COURSE MASTER

USE ALL 8 DIGITS WHEN REPORTING NON-CREDIT ENROLLMENTS ON THE MANAGEMENT
INFORMATION SYSTEM (MIS)

COURSE	CIP NUMBER	STATE TITLE
Academic Success	24.010200	General Studies
ACLS	51.090400	Emergency Med. Services (EMS & EMS Refresher)
AEG	51.090400	Emergency Med. Services (EMS & EMS Refresher)
Arc Flash	15.070000	Quality Control and Safety Technologies
Asbestos Removal	15.050800	Hazardous Materials Management and Waste
Auto Restoration	47.060300	Auto Body Collision and Repair
Banking	52.080100	Finance
Bartending	12.050000	Cooking and Related Culinary Arts
Blood Born Pathogen	15.070100	Occupational Safety and Health Technology
Blue Print Reading	15.130100	Drafting and Design Technology/Technician
CAD	15.130600	Mechanical Drafting and CAD/CADD
Cargo Securing - Rigging	49.020500	Truck & Bus Driver/Commercial Vehicle Operation
CCID	51.169900	Nursing and Health Care Providers
Child Care Provider	19.070900	Child Care Provider/Assistant
CISCO	11.090100	Computer Systems Networking and Telecommuns
CNC	48.050100	Machine Tool/Machinist
Community Health Service	51.159900	Mental and Social Health Serv. & Allied Professions
Commercial Pilot	49.010100	Aeronautics/Aviation/Aerospace Science and Techs.
Computer Programmer	52.040700	Business/Office Automation/Technology/Data Entry
Computer Repair	11.109900	Computer Systems Networking and Telecomications
Computer Usage	11.109900	Computer Systems Networking and Telecomications
English Language	09.010100	Communication Studies/Speech and Rhetoric
Ethanol	03.010100	Natural Resources/Conservation
Firearm Safety	43.999900	Security and Protective Services
Food and Nutrition for Occupations	19.010100	Family and Human Development and Health
Forklift Training	49.999900	Transportation and Materials Moving
Grain Fumigation	15.070000	Quality Control and Safety Technologies
GRE, ACT, SAT, etc. Preparation	24.010200	General Studies
Hazardous Material	15.050800	Hazardous Materials Management and Waste
Health Center Activity Dir.	51.159900	Mental and Social Health Serv.& Allied Professions
Heat, Air, Vent, Refrig. Operations	47.020100	Heat, Air, Vent, Refrig. Maintenance
Industrial Math	24.010200	General Studies
Institutional Food Service	19.050500	Food Service Systems Administration/Management
Jaws of Life	51.091700	Emergency Rescue Technician
LEAN Manufacturing	52.020300	Logistics and Materials Management
Life Guard	51.091700	Emergency Rescue Technician
Literature	09.010100	Communication Studies/Speech and Rhetoric
Manufacturing Technologies	48.059900	Precision Metal Working
Medical Records/Terminology	51.079900	Health and Medical Admin. Services
Networking	11.109900	Computer Systems Networking and Telecomications
NRP	51.090400	Emergency Med. Services (EMS & EMS Refresher)
PALS	51.090400	Emergency Med. Services (EMS & EMS Refresher)
PHTLS	51.090400	Emergency Med. Services (EMS & EMS Refresher)
Poetry	09.010100	Communication Studies/Speech and Rhetoric
Safety and Quality	15.070000	Quality Control and Safety Technologies
Science/Literature/History Not Elig.	24.010200	General Studies
Service Regulations	49.020500	Truck & Bus Driver/Commercial Vehicle Operation

EXAMPLES OF SPECIFIC COURSES FROM THE NON-CREDIT COURSE MASTER,
Continued

USE ALL 8 DIGITS WHEN REPORTING NON-CREDIT ENROLLMENTS ON THE MANAGEMENT
INFORMATION SYSTEM (MIS)

COURSE	CIP NUMBER	STATE TITLE
SHRM	52.100100	Human Resources Management/Personnel Admin.
Social Work	44.999900	Public Administration and Social Service Professions
Software Training	52.040700	Business/Office Automation/Technology/Data Entry
Spanish - Occupational	16.010100	Foreign Language
Train-The-Trainer	13.010100	Education
Turf	01.060500	Landscaping and Grounds keeping
Tutoring	24.010200	General Studies
Water Rescue	51.091700	Emergency Rescue Technician
Work and Family Programs	19.010100	Family and Human Development and Health
Writing	09.010100	Communication Studies/Speech and Rhetoric

2004 REPORTING MANUAL

SECTION 4:

SECONDARY JOINTLY ADMINISTERED REPORTING

Secondary Jointly Administered Courses/Programs CIP Numbers And Code Sets - Summary
Fiscal Year 2004

Fiscal Year 2004 Non-Credit Student Information File due on or before August 4, 2004
Contact person: Karen F. Poole, (515) 281-3671, e-mail: karen.poole@ed.state.ia.us
Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

Educational Functions/Programs By State Title	Classification of Instructional Programs (CIP)	Identification Code Sets
	CIP Numbers Occupational and/or Subject Specific	Level, Type, Special Emphasis, Object & Purpose
COOPERATIVE PROGRAMS OR SERVICES		
Note: Summarize on CE-4b CIP Number 59.000000 Code Set 02 22 11 22		
Sec. Jointly Admin/Liberal - General Studies	24.01010000	02 29 11 22
Secondary Jointly Administered-Prep	Occupational Specific	02 22 11 22
Secondary Jointly Administered-Tech Prep	Occupational Specific	02 22 32 22

Secondary Jointly Administered – (Secondary Credit Only) (Not PSEO)

Programs designed for secondary age students when two or more educational agencies have an agreement to administer instructional program(s) and/or support services by sharing educational personnel, curriculum, facilities, and/or other resources. Students receive secondary credit only and are not eligible for postsecondary general aid**.**

2004 REPORTING MANUAL

SECTION 5:

ECONOMIC DEVELOPMENT PROJECT/PROGRAM REPORTING

Economic Development Project/Program Reporting

> - Fiscal Year 2004 Management Information System (MIS) Year-End Enrollment File is due on or before August 4, 2004
> - Fiscal Year 2004 Project/Program Reporting Information Electronic File is due on or before August 4, 2004
>
> Contact person: Karen F. Poole (515) 281-3671
> Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

I. GENERAL INSTRUCTIONS

Student enrollments of credit and contact (non-credit) hour programs/courses are reported on a Fiscal Year basis. Economic development projects and programs vary in length. To ensure eligibility of students/programs/courses review the Credit Student Enrollment Reporting and Non-Credit Student Enrollment Reporting sections of this manual.

This section of the manual identifies the file formats for specific economic development project/program information reporting. The process of 260E, 260F, and 260G data year-end reporting to the Department of Education includes two components and must be updated each year for year-end reporting:

1. **Management Information System (MIS) Year-End Student Enrollment File**
   (Credit Student Enrollment Files and Non-Credit Student Information File)

2. **Project/Program Reporting Information Electronic File (260E/F Project and 260G Program)**
   Economic Development Information Files-See the Management Information System (MIS) section of this manual.

Component 1-Management Information System (MIS) Year-End Enrollment Files

1. Student enrollments are included in Year-End Reporting Files (Credit Student Enrollment Files and Non-Credit Enrollment File-Programs and courses instructed by the community college).
2. Student social security number.
3. CIP numbers are assigned occupational/subject specific for Apprenticeships. For specific identification code sets refer to the Credit Enrollment Reporting and Non-Credit Enrollment Reporting sections of this manual.
4. Project/program identifier code.
5. All data will be collected on a Fiscal Year basis (July 1-June 30).
6. Include all required financial data on the CE-4b and related reports.

Component 2- Project/Program Reporting Information Electronic File (260E/F Project and 260G Programs)

1. Current or new projects/programs – include:
   a. Company name.
   b. Project/program identifier code – 'E' (assigned by college) or 'F' and 'G' (IDED Contract Number).
   c. All enrollment data will be collected on a Fiscal Year basis (July 1-June 30).

2. Completed projects/programs – include:
   a. Social security number of employees/students. (<u>All employees/individuals benefiting from the funds</u>).
   b. Company name.
   c. Project/program identifier code – 'E' (assigned by college) or 'F' and 'G' (IDED Contract Number).
   d. All enrollment data will be collected on a Fiscal Year basis (July 1-June 30).

2004 REPORTING MANUAL

SECTION 6:

HUMAN RESOURCES REPORTING

HUMAN RESOURCES REPORTING

TABLE OF CONTENTS

I. GENERAL INSTRUCTIONS

Report all data requested for employees: Administrative (510), Instructional (520), Professional (530), Secretarial and Clerical (540), and Service Staff (550) in the Human Resource Files (Employee File and Employee Position File). The Employee Position Codes and Employee Assignment Codes are included in this section of the manual. Student employees are to be reported under the position code, which reflects the type of work. Do not report federal or state work-study students.

*For Fiscal Year 2004 please review and update all Position Codes (Employee File) and Assignment Codes (Employee File).

A. Employee Position Codes

Administrative (510)

Chief executive officer and the cabinet and/or administrative team.

Chancellor	Vice President	Director
President	Executive officer	Dean

Instructional (520)

Personnel involved in direct instructional contact with students, including counselors, librarians and tutors, if the principal activity (50% or more their time) is instructional. Note: Do not include non-credit instructors who only teach non-credit courses, but include credit instructors who teach non-credit courses.

Assistant professor	Assistant dean	Lecturer
Associate professor	Assistant director	Professor
Counselor	Associate dean	Department head
Instructor	Associate director	Executive officer

A. Employee Position Codes, Continued

Professional Staff (530)

Persons employed for the primary purpose of performing academic support, student services, and institutional support activities. Includes all data processing staff (non-data entry), media support staff and business office personnel. NOTE: This category includes all professional staff not elsewhere classified.

Accountant	Dietitian	Radio operator
Administrative assistant	Drafters	Scientific assistant
Assistant dean/director	Engineering aide	Social worker
Associate dean/director	Junior engineer	Technical illustrator
Coaches	Licensed practical nurse	Technician
Computer programmers/operators	Mathematical aide	Vocational nurse
Controller	Photographer	Systems analyst
Coordinator	Psychologist	
Department head/chairperson	Purchasing agent	

Secretarial and Clerical (540)

Persons whose assignments are typically associated with clerical activities and/or specifically secretarial in nature. Include personnel who are responsible for internal and external communications, recording and retrieving data (other than computer programmers), and/or information and other paperwork required in an office.

Bookkeeper	Office machine operator	Statistical clerk
Clerk-typist	Payroll clerk	Stenographer
Library clerk	Sales clerk	

Service Staff (550)

Include maintenance and repair staff, machine operators, vehicle drivers, and security.

Bus Driver	Electrician	Refuse collector
Cafeteria/restaurant worker	Garage laborer	Repairer
Carpenter	Gardener	Security officer
Chauffeur	Groundskeeper	Stationary engineer
Compositor	Laundry/dry cleaning operative	Truck driver
Construction laborer	Machinist	Type-setter
Custodian	Mechanic	Upholster

B. Employee Assignment Codes

Listed below, in alphabetic order by area, are assignment codes for all instructional staff, selected administrators and other college personnel, which are required for Employee Position Codes 510 and 520. Major area titles are listed and duplicated types of assignment codes are combined. Source: Bureau of Practitioner Preparation and Licensure Examiners, Iowa Department of Education (2001).

Administrative		
316	Administrator/Instructor	PS
317	Administrator/ Instructional Unit/Dept	PS
Administrators – Other		
315	Coach	PS
312	Counselor	PS
313	Curriculum Specialist	PS
310	Librarian/Learn Resource Specialist	PS
311	Media Specialist	PS
314	Staff Development Officer	PS
Arts & Science		
406	Accounting	PS
398	Advertising	PS
397	Agriculture	PS
446	Alcohol/Drug Abuse Specialty	PS
427	American Government	PS
428	American History	PS
408	American Literature	PS
443	Anthropology	PS
405	Art	PS
399	Astronomy	PS
404	Biological Science	PS
420	Biology	PS
441	Business Administration/Management	PS
407	Business Law	PS
394	Career Prep	PS
421	Chemistry	PS
445	Computer Science	PS
437	Dramatic Art	PS
434	Earth Science	PS
425	Economics	PS
431	Education	PS
410	English	PS
409	English Literature	PS
396	English-as-a-Second Language (ESL)	PS
413	French	PS
401	General Business Subjects	PS
422	General Science	PS
426	Geography	PS
414	German	PS
400	Health	PS
444	Health Care Administration	PS
448	International Business/Relations	PS

B. Employee Assignment Codes, Continued

Arts & Science, Continued		
449	Japanese	PS
412	Journalism	PS
415	Latin	PS
439	Law Enforcement	PS
442	Legal Assistant	PS
417	Mathematics	PS
418	Music	PS
402	Philosophy	PS
419	Physical Ed	PS
433	Physical Science	PS
423	Physics	PS
424	Physiology	PS
395	Political Science	PS
432	Psychology	PS
436	Reading	PS
438	Recreation Specialist	PS
403	Religion	PS
435	Russian	PS
430	Sociology	PS
416	Spanish	PS
440	Special Education	PS
411	Speech	PS
447	Statistics	PS
429	World History	PS
Agriculture		
468	Agricultural Bio-Technology	OccPS
451	Agricultural Business Management	OccPS
452	Agricultural Economics	OccPS
453	Agricultural Mechanics	OccPS
454	Agricultural Production	OccPS
460	Agricultural Products/Processing	OccPS
450	Agricultural Science, Technology and Marketing	OccPS
461	Agricultural Supplies & Services	OccPS
462	Animal Grooming	OccPS
455	Animal Science	OccPS
456	Aquaculture	OccPS
457	Crop Science	OccPS
459	Game Management	OccPS
463	Horticulture	OccPS
465	International Agriculture	OccPS
466	Parks Management	OccPS
458	Plant Science	OccPS
467	Renewable Natural Resources	OccPS
464	Turf Management	OccPS
Business & Office		
500	Accounting /Computing	OccPS
502	Banking, Related Financial	OccPS

B. Employee Assignment Codes, Continued

Business & Office, Continued

501	Bookkeeping	OccPS
504	Business Data Entry Equipment	OccPS
503	Business Data Processing	OccPS
511	Court Reporting	OccPS
508	Executive Secretarial	OccPS
509	Legal Secretarial	OccPS
510	Medical Secretarial	OccPS
505	Micro Computer Operation/Management	OccPS
514	Multi-Occupations Preparatory	OccPS
506	Office Supervisor/Management	OccPS
507	Person/Training Programs	OccPS
513	Shipping/Receiving/Stock Clerk	OccPS
512	Typing, General Office/Related Programs	OccPS

Family and Consumer Sciences

551	Child Care and Guidance Mgmt	OccPS
550	Consumer/Homemaking Home Economics	OccPS
552	Clothing, Apparel/Textiles Management	OccPS
554	Dietetic Aide/Assisting	OccPS
553	Food Production/Management/Services	OccPS
555	Home Furnishing/Equipment Management	OccPS
556	Institutional, Home Management	OccPS

Health Occupations

613	Alcohol/Drug Abuse Specialty	OccPS
632	Allied Health- Core Curriculum	OccPS
623	Animal Technology	OccPS
616	Central Supply Technology	OccPS
631	Community Health	OccPS
600	Dental Assisting	OccPS
601	Dental Hygiene	OccPS
602	Dental Laboratory Technology	OccPS
603	Electroencephalograph Technology	OccPS
605	Emergency Medical Technology - Paramedic	OccPS
604	Emergency Medical Technology - 1	OccPS
628	Exercise Physiology	OccPS
634	Health Care Administration	OccPS
617	Medical Assisting	OccPS
611	Medical Lab Technology	OccPS
619	Medical Records Technology	OccPS
618	Medical Records Transcription	OccPS
612	Medical Technology	OccPS
614	Mental Health/Human Services Technology	OccPS
625	Nursing Assisting	OccPS
633	Nursing, Associate Degree	OccPS
629	Occupational Therapy Assisting	OccPS
627	Ophthalmic Medical Assisting	OccPS
620	Pharmacy Assisting	OccPS
630	Physical Therapy Assisting	OccPS

B. Employee Assignment Codes, Continued

Health Occupations, Continued		
621	Physician Assisting-Specialty	OccPS
606	Radiograph Medical Technology	OccPS
607	Respiratory Therapy	OccPS
608	Surgical Technology	OccPS
615	Training Interpreter (Deaf)	OccPS
609	Ultrasound Technology	OccPS
622	Veterinarian Assisting	OccPS
624	Ward Clerk	OccPS
Marketing Education		
708	Auctioneering	OccPS
717	Equipment Rental	OccPS
706	Farm and Garden Supplies Marketing	OccPS
705	Financial Services Marketing	OccPS
707	Food Marketing	OccPS
713	Freight Transportation Marketing	OccPS
703	General Merchandise	OccPS
700	Hotel/Motel Management	OccPS
709	Industrial Marketing	OccPS
712	Insurance Marketing, General	OccPS
710	International Marketing	OccPS
718	Marketing/Distribution	OccPS
715	Parts Clerk	OccPS
716	Petroleum Marketing	OccPS
702	Real Estate Sales	OccPS
704	Small Business Management	OccPS
714	Tourism	OccPS
711	Wholesaling	OccPS
Trade and Industry		
796	Aeronautical Technology	OccPS
797	Agricultural Equipment Technology	OccPS
890	Air Traffic Control	OccPS
886	Air Transportation	OccPS
857	Aircraft Mechanics	OccPS
887	Airplane Piloting /Navigation	OccPS
762	Architectural Design and Construction	OccPS
865	Architectural Drafting Technology	OccPS
759	Architectural Engineering	OccPS
754	Audio Recording Technology/Music	OccPS
859	Auto Mechanics	OccPS
858	Automotive Body Repair	OccPS
863	Automotive Component Assembler	OccPS
888	Aviation Computer Technology	OccPS
889	Aviation Management	OccPS
849	Band Instrument Repair Technology	OccPS
757	Barbering	OccPS
822	Basic Housekeeping/Health Care Facilities	OccPS
760	Bioengineering/Biomedical Engineering	OccPS

B. Employee Assignment Codes, Continued

Trade and Industry, Continued		
775	Biomedical Equipment Technology	OccPS
791	Biotechnology	OccPS
873	Blue Print Reading	OccPS
816	Brick/Stone Masonry/Tile	OccPS
821	Building Maintenance	OccPS
819	Cable Installer - Television	OccPS
899	Career Option	OccPS
817	Carpentry	OccPS
781	Chemical Manufacturing Technology	OccPS
807	Chemical Technology	OccPS
763	Civil Technology	OccPS
764	Civil Technology-Structural	OccPS
866	Civil/Structural Drafting	OccPS
843	Climate Control Technology	OccPS
803	Coal Mining Technology	OccPS
870	Commercial Art	OccPS
871	Commercial Photography	OccPS
901	Communication Skills-Related	OccPS
752	Communication Technology	OccPS
872	Composition/Make-up/Typesetting	OccPS
793	Computer Aided Design/Drafting	OccPS
792	Computer Aided-Numerical Control	OccPS
794	Computer Integrated Manufacturing	OccPS
768	Computer Technology	OccPS
823	Concrete Placing/Finishing	OccPS
824	Construction Inspection	OccPS
833	Construction Technology	OccPS
855	Conventional Electric Power Generation	OccPS
758	Cosmetology	OccPS
810	Criminal Justice Technology	OccPS
861	Diesel Engine Mechanic Technology	OccPS
800	Drafting and Design Technology - Mechanical	OccPS
765	Drafting/Design Technology	OccPS
755	Dry Cleaning/Laundry Services	OccPS
825	Drywall Installation	OccPS
753	Educational Media Technology	OccPS
769	Electrical Technology	OccPS
867	Electrical/Electronics Drafting	OccPS
838	Electronic Components Assembler	OccPS
770	Electronic Technology	OccPS
771	Electronic Technology-Communication	OccPS
772	Electronic Technology-Diagnostic	OccPS
773	Electronic Technology-Telecommunications	OccPS
836	Electronics Occupations	OccPS
778	Environmental Control Technology	OccPS
779	Environmental Health Technician	OccPS
814	Fire Control/Safety Tech	OccPS

B. Employee Assignment Codes, Continued

Trade and Industry, Continued

891	Flight Attendants	OccPS
826	Floor Covering Installation	OccPS
845	Fluid Power Mechanics	OccPS
782	Food Processing Technology	OccPS
876	Foundry Work	OccPS
885	Furniture Making	OccPS
827	Glazing	OccPS
869	Graphic Communications	OccPS
847	Gunsmith	OccPS
846	Heavy Equipment Maintenance/Repair	OccPS
774	High Technology Electronics	OccPS
881	Industrial Ceramics Manufacturing	OccPS
820	Industrial Electrician Technology	OccPS
839	Industrial Electronics, General	OccPS
844	Industrial Machinery Maintenance/Repair	OccPS
783	Industrial Technology	OccPS
777	Instrumentation Technology	OccPS
828	Insulation Installation	OccPS
882	Jewelry Design/Fabrication/Repair	OccPS
750	Journalism (Mass Communications)	OccPS
811	Law Enforcement	OccPS
818	Lineworker	OccPS
848	Locksmithing/Safe Repair	OccPS
877	Machine Tool Operator/Machinist	OccPS
840	Major Appliance Repair	OccPS
784	Manufacturing Technology	OccPS
895	Marina Operations	OccPS
896	Marine Maintenance	OccPS
785	Marine Products Technology	OccPS
832	Mechanical Construction Trades - Technical	OccPS
801	Mechanical Design Technology	OccPS
868	Mechanical Drafting	OccPS
835	Mechanics/Repairers	OccPS
878	Metal Fabrication	OccPS
776	Microprocessor System Technology	OccPS
893	Mining Equipment Operation	OccPS
804	Mining Technology (Not Coal)	OccPS
756	Mortuary Science	OccPS
841	Motor Repair	OccPS
806	Nuclear Material Technology	OccPS
788	Occupational Safety/Health Technology	OccPS
850	Operation/Maintenance/Repair of Audio Visual Equipment	OccPS
883	Optical Goods Work	OccPS
786	Optical Technology	OccPS
829	Painting/Decorating	OccPS
805	Petroleum Technology	OccPS
830	Plastering	OccPS

B. Employee Assignment Codes, Continued

Trade and Industry, Continued

787	Plastic Technology	OccPS
884	Plastics	OccPS
834	Plumbing	OccPS
798	Power Mechanics Technology	OccPS
875	Precision Food Production	OccPS
809	Protective Services	OccPS
815	Protective Services	OccPS
751	Public Relations	OccPS
795	Quality Control Technology	OccPS
752	Radio/Television News Broadcast	OccPS
902	Related Subjects	OccPS
831	Roofing	OccPS
780	Sanitation Technology	OccPS
813	Security Services	OccPS
802	Service Manager Technology	OccPS
851	Shoe/Boot Repair	OccPS
842	Small Appliance Repair	OccPS
862	Small Engine Repair	OccPS
852	Sporting Goods Equipment Repair	OccPS
854	Swimming Pool Maintenance	OccPS
897	T & I Coordinator	OccPS
837	Telecommunications	OccPS
789	Textile Technology	OccPS
879	Tool and Die Making	OccPS
894	Truck and Bus Driving	OccPS
864	Vehicle Mechanics Specialist	OccPS
892	Vehicle/Equipment Operation	OccPS
856	Vehicle/Mobile Equipment Mechanical/Repair	OccPS
853	Watch Repair	OccPS
790	Welding Technology	OccPS
880	Welding/Brazing/Soldering	OccPS

2004 REPORTING MANUAL

SECTION 7:

MANAGEMENT INFORMATION SYSTEM (MIS) REPORTING

MANAGEMENT INFORMATION SYSTEM (MIS) REPORTING

TABLE OF CONTENTS

I. GENERAL INSTRUCTIONS

Fiscal Year 2004 Contact person: Karen F. Poole, (515) 281-3671
Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us
Reporting Period: July 1, 2003 through June 30, 2004

The data files/reports listed in the Table of Contents of this section of the manual are required to be submitted to the Department of Education. Each section includes the dates that the files/reports are due to the Department of Education. The community college should keep a point-in-time file as of the date submitted. This point-in-time must be utilized for information that is submitted on the CE-4b. The student enrollment data on the CE-4b must match the Management Information System. Please ensure that edit checks are performed on all data before submitting it to the Department. Invalid data will require the Department to return the files/reports to be corrected by the college before "clean" data is accepted.

II. FALL REPORTING

A. Data Submission Deadlines

The following data files/reports are required by the Department of Education and are listed in order by due date. Keep a copy of all submitted data as a point-in-time file. CE-4b and MIS files should be saved simultaneously and student enrollment data must match.

FILES/REPORTS	DUE DATES
Transmittal Form – Data Records Files (Fall Term/Credit Student Files)	On or before October 1, 2003
Fall Term/Credit Student Information File (14th Day) (Reporting Period August-September 2003)	On or before October 1, 2003
Fall Term/Credit Student Course File (14th Day) (Reporting Period August-September 2003)	On or before October 1, 2003

B. Transmittal Form – Data Records

Fall Term/Credit Enrollment Files (Due on or before October 1, 2003)

Fall Term/Credit Student Information File

Total number of Fall Term/Credit Student Information records transmitted	
Point-in-time date	

Fall Term/Student Credit Course File

Total number of Fall Term/Credit Course records transmitted	
Total Fall Term/Credit Student Course credit hours transmitted	
Point-in-time date	

C. Fall Term/Credit Student Information File

2004 Fall Term/Credit Student Information File is due on or before October 1, 2003
Contact person: Karen F. Poole (515) 281-3671
Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12-12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Birth Date	13-20	8	Date of birth in format CCYYMMDD (Example: September 14, 1968 would be 19680914) Blank = No Response
E	Gender	21-21	1	1 = Male 2 = Female

C. Fall Term/Credit Student Information File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION

F	Race/Ethnicity	22-22	1	1 = American Indian or Alaskan Native
				    A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition.
				2 = Asian or Pacific Islander
				    A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Philippine Islands and Samoa.
				3 = Black
				    A person having origins in any of the black racial groups of Africa.
				4 = Hispanic
				    A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
				5 = White
				    A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
				6 = Choose not to reply

G	Previously Attended Another Postsecondary Institution	23-23	1	1 = Yes 2 = No
H	Highest Degree Earned at Another Postsecondary Institution	24-24	1	1 = 2-year degree 4 = None 2 = 4-year degree 3 = Graduate degree
I	Transfer Credit Hours Granted	25-29	5	Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 01.25 or 10.50 or 01.00)
J	First Enrollment Date, This College	30-35	6	First enrollment date in format CCYYMM (Example: May 1998 would be 196405)
K	Earned Credit Hours	36-41	6	The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00)
L	High School Award Type	42-42	1	1 = High school diploma 2 = GED 3 = Non-graduate 4 = Still in high school (Grades 9-12)
M	Year of High School Award	43-46	4	CCYY (will be blank if 3 or 4 is used for high school award type)
N	Special Populations Limited English Proficient	47-47	1	1 = Yes 0 = No Individuals: A) Who were not born in the United States or whose native language is a language other than English. 1) Who come from environments where a language other than English is dominant or 2) Who are American Indian or Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B) Who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of instruction is English.
O	Disadvantaged	48-48	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic or academic disadvantages and need special assistance to participate and succeed in State Board approved programs or who desire specially designed programs.

C. Fall Term/Credit Student Information File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
P	Disabled	49-49	1	1 = Yes 0 = No Individuals who are mentally retarded, hard of hearing/ deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with specific learning disabilities who, because of their handicapping conditions, cannot succeed in the regular State Board approved programs without special educational assistance or who require a modified education program.
Q	Single Parent	50-50	1	1 = Yes 0 = No An individual who is: A) Unmarried or legally separated from a spouse; and B) Has a minor child(ren) for which the parent has either custody of joint custody, or is pregnant.
R	Displaced Homemaker	51-51	1	1 = Yes 0 = No A person who has been a homemaker exclusively but whom now because of dissolution of marriage, death or disability of spouse, must prepare for paid employment.
S	Criminal Offender	52-52	1	1 = Yes 0 = No An individual who has been charged with or convicted of any criminal offense, including a youth offender or a juvenile offender.
T	Served With Support Services	53-53	1	1 = Yes 0 = No Individuals who are members of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in their program.
U	Student Intent/Goal (Data Element NOT Related to Funding-Intent/Goal of Student at Registration)	54-54	1	1 = Transfer to another college/university 2 = Prepare to enter job market 3 = Explore courses to decide on career 4 = Self-improvement/Improve basic skills 5 = Take courses for personal interest 6 = Improve skills for present job 7 = Prepare to change careers 8 = Meet certification/Licensure requirements 9 = Undecided/Unknown/Other
V	High School Student	55-55	1	1 = Yes 0 = No A student enrolled in grades 9-12.
W	Tech Prep Student (Postsecondary)	56-56	1	1 = Yes 0 = No A student enrolled in the Postsecondary portion of a Tech Prep Program who has completed all of the courses required at the secondary level (both academic and technical courses) per the written agreement between the cooperating educational entities offering the program. *See Tech Prep Program definition Department of Education
X	High School Identification Code Set	57-84	8	Iowa High School Code Sets include the combination of the District Code and School Code. Use for currently enrolled students or graduates of an Iowa High School. If student is home schooled-use local school district and school codes. For Non-Iowa High Schools please use all zeros. See Appendix B.
Y	Student CIP Major	85-92	8	First 8 digits including leading zeros - Student Major

D. Fall Term/Credit Student Course File, Continued

2004 Fall Term/Credit Student Course File is due on or before October 1, 2003
Contact person: Karen F. Poole (515) 281-3671
Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	The two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12-12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
	Program Identifier- Student Major at Registration			Report each component as a separate field. Note: Report the declared major for credit students as of the date of registration. If a student has not declared a major, he/she will be assigned to a vocational major based of the program in which the student has enrolled and or completed the most vocational courses. If he/she has not enrolled and/or completed mostly vocational courses, the student will be assigned to an Arts and Science major.
D	CIP Number	13-20	8	First 8 digits including leading zeros-Identifying Student Major Only
E	Site Number	21-22	2	Site number
F	Identification Code Set - Instructional Level	23-23	1	02 = Secondary 03 = Postsecondary 04 = Adult 05 = Combination (any two or more of the above)
G	Identification Code Set- Type - Program, Course, Service, and/or Activity	24-25	2	02 = Full-Time Preparatory 03 = Short-Term Preparatory 05 = Related Service or Activity 06 = Arts and Science College Parallel/Career Option 07 = Part-Time Preparatory 08 = Arts and Science Liberal/General Studies 12 = Preparatory Advanced Standing 22 = Secondary Jointly Administered – Career Preparation 29 = Secondary Jointly Admin. – General Education (Not PSOE) 32 = Shared Full- Time Preparatory 33 = Shared Short-Term Preparatory 35 = Shared Related Service or Activity 36 = Shared A&S College Parallel/Career Option 37 = Shared Part-Time Preparatory 38 = Shared A&S Liberal/General Studies 42 = Economic Development 46 = Recertification/Relicensure (Less than BA) 47 = Recertification/Relicensure (BA and Above)

D. Fall Term/Credit Student Course File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
H	Identification Code Set-Special Emphasis	26-27	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 31 = Developmental Education 32 = Tech Prep 35 = Reciprocal Agreement 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 47 = Contract/Customized Bus/Ind. Training 48 = One Source
I	Identification Code Set-Object and Purpose	28-29	2	02 = Secondary – Career/Tech 03 = Credit 22 = Not-Eligible
J	Course Number	30-54	25	Combination of alpha/numeric characters assigned by a college to a course. First seven positions must match the AS28. If less than 7 add zero to the end to total seven positions.
K	Course Start Date	55-62	8	CCYYMMDD-(Example: August 1, 2001 would be 20010801)
L	Course End Date	63-70	8	CCYYMMDD-(Example: December , 2001 would be 20011201)
M	Date Student Entered Course	71-78	8	CCYYMMDD-(Example: August 1, 2001 would be 20010801)
N	Date Student Exited Course	79-86	8	CCYYMMDD-(Example: December 1, 2001 would be 20011201)
O	Registration Type	87-87	1	0 = Regular student 1 = Contracted training/services 2 = Code of Iowa, Chapter 260E, Industrial New Jobs Training 3 = Code of Iowa, Chapter 260F, Iowa Job Training 4 = Code of Iowa, Chapter 260G, ACE
P	Course Credit Hours	88-92	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
Q	Non-Credit Course Hours	93-98	6	Use up to two decimal places as appropriate (Examples: 001.25 or 100.50 or 001.00)
R	Residency	99-99	1	Residence status at date of registration 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student (I-20)
S	Developmental Course	100-100	1	1 = Yes 0 = No
T	Postsecondary Enrollment Options	101-101	1	1 = Yes 0 = No Enrolled under Postsecondary Enrollment Options Act
U	Economic Development 260E/ 260F Project Code 260G Program Code	102-111	10	First position-'E', 'F' or 'G' Remaining positions-Combination of alpha/numeric characters (260E code assigned by the college, 260F and 260G code IDED Contract Number)
V	Course/Program CIP Number	112-119	8	First 8 digits including leading zeros of Course/Program CIP Number

III. YEAR-END REPORTING

A. Data Submission Deadlines

FILES/REPORTS	DUE DATES
Financial Reporting Files	On or before August 4, 2004
Transmittal Form – Data Records File (Fiscal Year-End 2004 Files)	On or before August 4, 2004
Credit Student Information Files	On or before August 4, 2004
Credit Student Course Files	On or before August 4, 2004
Non-Credit Student Information Files	On or before August 4, 2004
Economic Development Information Files (260E-260F-260G)	On or before August 4, 2004
Economic Development – Component 2 Project/Program Reporting Information Electronic File (260E/F/260G/Iowa Values	On or before August 4, 2004
Electronic Course Catalog Files	On or before August 4, 2004
Human Resources Employee Files	On or before August 4, 2004
Human Resources Position Files	On or before August 4, 2004
Transmittal Form – Data Record File (Credit Student Awards Files)	On or before September 10, 2004
Credit Student Awards Files	On or before September 10, 2004

B. Transmittal Form – Data Records

Credit Student Enrollment Files (Due on or before August 4, 2004)

Credit Student Information File

Total number of Credit Student Information records transmitted	
Point-in-time date	

Credit Student Course File

Total number of Credit Student Course records transmitted	
Total Credit Student Course credit hours transmitted	
Point-in-time date	

Electronic Course Catalog Files (Due on or before August 4, 2004)

Total number of Electronic Course Catalog records transmitted	
Point-in-time date	

Non-Credit Student Information Files (Due on or before August 4, 2004)

Total number of Non-Credit Student Information records transmitted	
Total Non-Credit contact hours transmitted	
Point-in-time date	

Human Resources Information Files (Due on or before August 4, 2004)

Human Resource Employee File

Total number of Human Resources Employee records transmitted	
Arts and Sciences credit hours	
Career & Technical credit hours	
Point-in-time date	

Human Resource Position File

Total number of Human Resources Position records transmitted	
Total salary amount transmitted	
Point-in-time date	

B. Transmittal Form – Data Records, Continued

Economic Development Information Files (Due on or before August 4, 2004)

Economic Development Information File - 260E

Total number of 260E records transmitted	
Point-in-time date	

Economic Development Information File - 260F

Total number of 260F records transmitted	
Point-in-time date	

Economic Development Information File - 260G

Total number of 260G records transmitted	
Point-in-time date	

Economic Development - Iowa Values Funds Information File

Total number of Iowa Values Funds records transmitted	
Point-in-time date	

Credit Student Awards Files (Due on or before September 10, 2004)

Credit Student Awards Files

Total number of Credit Student Awards records transmitted	
Point-in-time date	

C. Year-End Credit Student Information File

Fiscal Year 2004 Credit Student Information File is due on or before August 4, 2004
Contact person: Karen F. Poole (515) 281-3671
Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12-12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Birth Date	13-20	8	Date of birth in format CCYYMMDD (Example: September 14, 1980 would be 19800914) Blank = No Response
E	Gender	21-21	1	1 = Male 2 = Female

F	Race/Ethnicity	22-22	1	1 = American Indian or Alaskan Native
				    A person having origins in any of the original peoples of North America, and who maintains cultural Identification through tribal affiliations or community recognition.
				2 = Asian or Pacific Islander
				    A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Philippine Islands and Samoa.
				3 = Black
				    A person having origins in any of the black racial groups of Africa.
				4 = Hispanic
				    A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
				5 = White
				    A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
				6 = Choose not to reply

G	Previously Attended Another Postsecondary Institution	23-23	1	1 = Yes 2 = No
H	Highest Degree Earned at Another Postsecondary Institution	24-24	1	1 = 2-year degree 4 = None 2 = 4-year degree 3 = Graduate degree
I	Transfer Credit Hours Granted	25-29	5	Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 01.25 or 10.50 or 01.00)
J	First Enrollment Date, This College	30-35	6	First enrollment date in format CCYYMM (Example: May 1964 would be 196405)
K	Earned Credit Hours	36-41	6	The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00)
L	High School Award Type	42-42	1	1 = High school diploma 2 = GED 3 = Non-graduate 4 = Still in high school

C. Year-End Credit Student Information File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
M	Year of High School Award	43-46	4	CCYY (Will be blank if 3 or 4 is used for high school award type)
N	Special Populations Limited English Proficient	47-47	1	1 = Yes 0 = No Individuals: A) Who were not born in the United States or whose native language is a language other than English. 1) Who come from environments where a language other than English is dominant or 2) Who are American Indian or Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B) Who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of instruction is English.
O	Disadvantaged	48-48	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic or academic disadvantages and need special assistance to participate and succeed in State Board approved programs or who desire specially designed programs.
P	Disabled	49-49	1	1 = Yes 0 = No Individuals who are mentally retarded, hard of hearing deaf/blind, deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with specific learning disabilities who, because of their handicapping conditions, cannot succeed in the regular State Board approved programs without special educational assistance or who require a modified education program.
Q	Single Parent	50-50	1	1 = Yes 0 = No An individual who is: A) Unmarried or legally separated from a spouse; and B) Has a minor child(ren) for which the parent has either custody of joint custody, or is pregnant.
R	Displaced Homemaker	51-51	1	1 = Yes 0 = No A person who has been a homemaker exclusively but whom now because of dissolution of marriage, death or disability of spouse, must prepare for paid employment.
S	Criminal Offender	52-52	1	1 = Yes 0 = No An individual who has been charged with or convicted of any criminal offense, including a youth offender or a juvenile offender
T	Served with Support Services	53-53	1	1 = Yes 0 = No Individuals who are members of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in their program.
U	Student Intent/Goal (Data Element NOT Related to Funding-Intent/Goal of Student at Registration)	54-54	1	1 = Transfer to another college/university 2 = Prepare to enter job market 3 = Explore courses to decide on career 4 = Self-improvement/Improve basic skills 5 = Take courses for personal interest 6 = Improve skills for present job 7 = Prepare to change careers 8 = Meet certification/Licensure requirements 9 = Undecided/Unknown/Other
V	High School Student	55-55	1	1 = Yes 0 = No A student enrolled in grades 9-12.

C. Year-End Credit Student Information File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
W	Tech Prep Student (Postsecondary)	56-56	1	1 = Yes 0 = No A student enrolled in the Postsecondary portion of a Tech Prep Program who has completed all of the courses required at the secondary level (both academic and technical courses) per the written agreement between the cooperating educational entities offering the program. *See Tech Prep Program definition Department of Education
X	High School Identification Code Set	57-84	8	Iowa High School Code Sets include the combination of the District Code and School Code. Use for currently enrolled students or graduates of an Iowa High School. If student is home schooled-use local school district and school codes. For Non-Iowa High School please use all zeros. See Appendix B.
Y	Student CIP Major	85-92	8	First 8 digits including leading zeros - Student Major

D. Year-End Credit Student Course File

Fiscal Year 2004 Credit Student Course File is due on or before August 4, 2004
Contact person: Karen F. Poole (515) 281-3671
Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12-12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
	Program Identifier- Student Major at Registration			Report each component as a separate field. Note: Report the declared major for credit students as of the date of registration. If a student has not declared a major, he/she will be assigned to a vocational major based of the program in which the student has enrolled and or completed the most vocational courses. If he/she has not enrolled and/or completed the most vocational courses, the student will be assigned to an Arts and Science major.
D	CIP Number	13-20	8	First 8 digits including leading zeros-Identifying Student Major Only
E	Site Number	21-22	2	Site number
F	Identification Code Set- Instructional Level	23-23	1	2 = Secondary 3 = Postsecondary 4 = Adult 5 = Combination (any two or more of the above)
G	Identification Code Set- Type – Program, Course, Service, and/or Activity	24-25	2	02 = Full-time preparatory 03 = Short-term preparatory 05 = Related service or activity 06 = College parallel/career option 07 = Part-time preparatory 08 = College liberal/general studies 12 = Advance Standing Preparatory 22 = JA-secondary preparatory 29 = JA-secondary general education 32 = Shared full- time preparatory 33 = Shared short-term preparatory 35 = Shared related service or activity 36 = Shared college parallel/career option

D. Year-End Credit Student Course File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
G continued	Identification Code Set-Type – Program, Course, Service, and/or Activity			37 = Shared part-time preparatory 38 = Shared liberal/general studies 42 = Economic Development 46 = Recertification/Relicensure (Less than BA) 47 = Recertification/Relicensure (BA Plus)
H	Identification Code Set-Special Emphasis	26-27	2	09 = Special Populations 11 = No Special Emphasis 30 = Corrections 31 = Developmental Education 32 = Tech Prep 35 = Reciprocal Agreement 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 47 = Contract/Customized Bus/Ind. Training 48 = One Source
I	Identification Code Set-Object and Purpose	28-29	2	02 = Secondary – Career/Tech 03 = Credit 22 = Not-Eligible
J	Course Number	30-54	25	Combination of alpha/numeric characters assigned by a college to a course. First seven positions must match the AS28. If less than 7 add zero to the end to total seven positions.
K	Course Start Date	55-62	8	CCYYMMDD-(Example: August 1, 2004 would be 20040801)
L	Course End Date	63-70	8	CCYYMMDD-(Example: December , 2004 would be 20041201)
M	Date Student Entered Course	71-78	8	CCYYMMDD-(Example: August 1, 2004 would be 20040801)
N	Date Student Exited Course	79-86	8	CCYYMMDD-(Example: December 1, 2004 would be 20041201)
O	Registration Type	87-87	1	0 = Regular student 1 = Contracted training/services 2 = Code of Iowa, Chapter 260E, Industrial New Jobs Training 3 = Code of Iowa, Chapter 260F, Iowa Job Training 4 = Code of Iowa, Chapter 260G, ACE
P	Course Credit Hours	88-92	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
Q	Non-Credit Course Hours	93-98	6	Use up to two decimal places as appropriate (Examples: 001.25 or 100.50 or 001.00)
R	Residency	99-99	1	Residence status at date of registration 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student
S	Developmental Course	100-100	1	1 = Yes 0 = No
T	Postsecondary Enrollment Options	101-101	1	1 = Yes 0 = No Enrolled under Postsecondary Enrollment Options Act
U	Economic Development 260E/ 260F Project Code 260G Program Code	102-111	10	First position-'E', 'F' or 'G' Remaining positions-Combination of alpha/numeric characters (260E code assigned by the college, 260F and 260G code IDED Contract Number)
V	Course/Program CIP Number	112-119	8	First 8 digits including leading zeros of Course/Program CIP Number

E. Credit Student Awards File

Fiscal Year 2004 Credit Student Awards File due on or before September 10, 2004
Contact person: Karen F. Poole (515) 281-3671
Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12-12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Award Code	13-13	1	1 = AA (Associate of Arts) 2 = AS (Associate of Science) 3 = AGS (Associate of General Studies) 4 = AAA (Associate of Applied Arts) 5 = AAS (Associate of Applied Science) 6 = Diploma 7 = Certificate 8 = Other Z = Non-graduate program completer (Tech-Prep/Perkins)
E	Award Date	14-21	8	CCYYMMDD-(Example: May 1, 2004 would be 20040501)
Note: Credit Student Awards should be listed under the CIP Number and Identification Code Set for which it is granted.				
F	CIP Number	22-29	8	First 8 digits including leading zeros
G	Site Number	30-31	2	Site number
H	Identification Code Set-Instructional Level	32-32	1	2 = Secondary 3 = Postsecondary 4 = Adult 5 = Combination (any two or more of the above)
I	Identification Code Set-Type – Program, Course, Service, and/or Activity	33-34	2	02 = Full-time preparatory 03 = Short-term preparatory 05 = Related service or activity 06 = College parallel/career option 07 = Part-time preparatory 08 = College liberal/general studies 11 = Advanced Standing Preparatory 22 = JA-secondary preparatory 29 = JA-secondary general education 32 = Shared full- time preparatory 33 = Shared short-term preparatory 35 = Shared related service or activity 36 = Shared college parallel/career option 37 = Shared part-time preparatory 38 = Shared liberal/general studies 42 = Economic Development 46 = Recertification/Relicensure (Less than BA) 47 = Recertification/Relicensure (BA Plus)

E. Credit Student Awards File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
J	Identification Code Set-Special Emphasis	35-36	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 31 = Developmental Education 32 = Tech Prep 33 = Sex Equity 35 = Reciprocal Agreement 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 47 = Contract/Customized Bus/Ind. Training 48 = One Source
K	Identification Code Set-Object and Purpose	37-38	2	02 = Secondary – Career/Tech 03 = Credit 22 = Not-Eligible

F. Electronic Course Catalog File - Credit

Fiscal Year 2004 Electronic Course Catalog File due on or before August 4, 2004
Contact person: Karen F. Poole (515) 281-3671
Send ASCII fixed length files via email to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Course Number	3-27	25	Combination of alpha/numeric characters assigned by a college to a course. First seven positions must match the AS28. If less than 7 add zero to the end to total seven positions.
C	Course Name/Title	28-102	75	Combination of alpha/numeric characters assigned by a college to the course name/title.

G. Non-Credit Student Information File

Fiscal Year 2004 Non-Credit Student Information Files due on or before August 4, 2004
Contact person: Karen F. Poole (515) 281-3671
Send ASCII fixed length files via e-mail to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not give their social security number.
C	Unique Student Identifier/ Locally Assigned	12-12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Birth Date	13-20	8	Date of birth in format CCYYMMDD (Example: September 14, 1980 would be 19800914 Blank = No Response
E	Gender	21-21	1	1 = Male 2 = Female

F	Race/Ethnicity	22-22	1	1 = American Indian or Alaskan Native.
				    A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition.
				2 = Asian or Pacific Islander
				    A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
				3 = Black
				    A person having origins in any of the black racial groups of Africa.
				4 = Hispanic
				    A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
				5 = White
				    A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
				6 = Choose not to reply

G	Residency	23-23	1	Residence status at date of registration 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student

G. Non-Credit Student Information File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
H	CIP Number	24-31	8	First 8 digits including leading zeroes
I	Site Number	32-33	2	Site number
J	Identification Code Set-Instructional Level	34-34	1	2 = Secondary 4 = Adult 5 = Combination of any above
K	Identification Code Set-Type - Program, course, Service, and/or Activity	35-36	2	03 = Short-term preparatory 04 = Career/ Vocational Training and Upgrading 05 = Related service or activity 07 = Part-time preparatory 22 = JA-secondary preparatory 29 = JA-secondary general education 32 = Shared full- time preparatory 33 = Shared short-term preparatory 34 = Shared Career/Vocational Training and Upgrading 35 = Shared related service or activity 37 = Shared part-time preparatory 41 = Secondary Education (Non-Credit) 42 = Economic Development 43 = State or Federal Mandated 44 = State Recognized 45 = Court Ordered/Referred 46 = Recertification/Relicensure (Less than BA) 47 = Recertification/Relicensure (BA Plus) 48 = Community and Public Policy 49 = Family Development/and or Family Health 50 = Leisure/Recreational 51 = Adult Learning
L	Identification Code Set-Special Emphasis	37-38	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 31 = Developmental Education 32 = Tech Prep 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 48 = One Source

G. Non-Credit Student Information File, continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
M	Identification Code Set-Object and Purpose	39-40	2	02 = Secondary – Career/Tech 04 = Non-Credit 22 = Not-Eligible
N	Course Number	41-65	25	Combination of alpha/numeric characters assigned by a college to a course.
O	Development Course	66-67	2	1 = Yes 0 = No
P	Course Contact Hours	68-73	6	Use up to two decimal places as appropriate. (Examples: 001.25 or 100.50 or 001.00-include decimal point)
Q	Course Start Date	74-81	8	Date course started in format CCYYMMDD (Example: August 1, 2004 would be 20040801)
R	Course End Date	82-89	8	Date course ended in format CCYYMMDD (Example: December 15, 2004 would be 20041215)
S	Award Received This Year	90-91	2	0 = No award received 1 = High School Diploma 2 = GED 3-20 = Certificate (To be updated 2004)
T	Award Received This Year	92-93	2	0 or Blank, no second award received
U	Award Received This Year	94-95	2	0 or Blank, no third award received
V	Award Received This Year	96-97	2	0 or Blank, no fourth award received
W	Economic Development 260E/260F Project Code 260G Program Code	98-107	10	First position -'E', 'F' or 'G' Remaining positions-Combination of alpha/numeric characters (260E code assigned by the college, 260F and 260G code IDED Contract Number)

H. Electronic Course Catalog File – Non-Credit

Fiscal Year 2004 Electronic Course Catalog File due on or before August 4, 2004
Contact person: Karen F. Poole (515) 281-3671
Send ASCII fixed length files via email to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Course Number	3-27	25	Combination of alpha/numeric characters assigned by a college to a course.
C	Course Name/Title	28-102	75	Combination of alpha/numeric characters assigned by a college to the course name/title.

I. Economic Development Information (260E, 260F, 260G) File Formats

Economic Development (260E) Information File

Fiscal Year 2004 260E Information File due on or before August 4, 2004
Contact person: Karen F. Poole (515) 281-3671
Send ASCII fixed length files via email to: geoffrey.jones@ed.state.ia.us

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Social security number, including leading zeros
C	Project Code (260E)	12-21	10	First position-'E' to identify a 260E project Remaining positions-alpha/numeric characters determined by the college
D	Company Name	22-61	40	Company name assigned to project code
E	Course Number	62-86	25	Combination of alpha/numeric characters assigned by a college to a course. If credit the first seven positions must match the AS28. If less than 7 add zero to the end to total seven positions.

Economic Development (260F) Information File

Fiscal Year 2004 260F Information File due on or before August 4, 2004
Contact person: Karen F. Poole (515) 281-3671
Send ASCII fixed length files via email to: geoffrey.jones@ed.state.ia.us

FIELD NUMBER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Social Security number, including leading zeros
C	Project Code (260F)	12-21	10	First position-'F' to identify a 260F project Remaining positions-alpha/numeric characters, IDED Contract Number
D	Company Name	22-61	40	Company name assigned to project code
E	Course Number	62-86	25	Combination of alpha/numeric characters assigned by a college to a course. If credit the first seven positions must match the AS28. If less than 7 add zero to the end to total seven positions.

Economic Development (260G) Information File

Fiscal Year 2004 260G Information File due on or before August 4, 2004
Contact person: Karen F. Poole (515) 281-3671
Send ASCII fixed length files via email to: geoffrey.jones@ed.state.ia.us

FIELD NUMBER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Social security number, including leading zeros
C	Program Code (260G)	12-21	10	First position-'G' to identify a 260G program Remaining positions-alpha/numeric characters, IDED Contract Number
D	Company Name	22-61	40	Company name assigned to program code
E	Course Number	62-86	25	Combination of alpha/numeric characters assigned by a college to a course. If credit the first seven positions must match the AS28. If less than 7 add zero to the end to total seven positions.

I. Economic Development Information (Iowa Values Funds & One Source Training) File Formats

Economic Development - Iowa Values Funds-
Workforce Training and Economic Development Funds
Information File 260C.18A

Fiscal Year 2004 Iowa Values Funds Information File due on or before August 4, 2004
Contact person: Karen F. Poole (515) 281-3671
Send ASCII fixed length files via email to: geoffrey.jones@ed.state.ia.us

FIELD NUMBER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Social security number, including leading zeros
C	Accelerated Career Education-(ACE) chapter 260G Jobs Training Act-chapter 260F Career Academies-Iowa Code 281-47.1 (260C) Vocational and Technical Training (260C.1, subsections 2 and 3) Job Retention Projects (section 260F.9)	12-21	10	01 = 260F 02 = 260G 03 = Career Academies 04 = Vocational and Technical Training 05 = Job Retention Projects
D	Program Code (Iowa Values Funds)	22-31	10	First position- "I" to identify Iowa Values Funds program –remaining positions-alpha/numeric characters
E	Company Name	32-71	40	Company name assigned to program code
F	Course Number	72-78	7	Combination of alpha/numeric characters assigned by a college to a course. If credit the first seven positions must match the AS28. If less than 7 add zero to the end to total seven positions.

J. Human Resources Employee File

Fiscal Year 2004 Human Resources Employee File is due on or before August 4, 2004
Contact: Karen F. Poole (515) 281-3671
Send ASCII fixed length file via e-mail to: geoffrey.jones@ed.state.ia.us

Report data elements for staff: Administrative (510), Instructional (520), Professional (530), Secretarial and Clerical (540), and Service Staff (550).
NOTE: Instructional (520) do not include non-credit instructors who only teach non-credit courses, but include credit instructors who teach non-credit courses.

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Employee social security number include leading zeros
C	Last Name	12-36	25	Employee Last Name
D	First Name	37-51	15	Employee First Name
E	Middle Initial	52-52	1	Employee Middle Initial
F	Birth Date	53-60	8	Date of birth in format CCYYMMDD (Example: May 1, 1950 would be 19500501)
G	Race/Ethnicity	61-61	1	1 = American Indian or Alaska Native 2 = Asian or Pacific Islander 3 = Black 4 = Hispanic 5 = White 6 = Choose not to reply
H	Gender	62-62	1	1 = Male 2 = Female
Complete for Administrative Positions (510) and All Instructional Positions (520) .				
I	Highest Educational Achievement/Award	63-63	1	1 = Doctorate 2 = Education Specialist 3 = Master's Degree 4 = Bachelor's Degree 5 = Associate Degree 6 = Diploma 7 = Certificate 8 = High School Diploma/GED 9 = Less than High School Diploma/GED
Experience (rounded to nearest whole number). Complete for Administrative Positions (510) and All Instructional Positions (520) .				
J	Previous Teaching Experience	64-65	2	Total years teaching experience; any level, prior to employment at this college
K	Current Position Experience	66-67	2	Total years in most recent teaching/administration position. Round to whole number
L	Current College	68-69	2	Total years at the current college
M	Assignment Codes	70-99	30	3 position assignment code; repeat for up to 10 instructor and selective administrative assignments
Instructional FTE Information. Complete for Administrative Positions (510) and All Instructional Positions (520).				
N	Arts & Science Credit Hours	100-104	5(2dec)	Total credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point)
O	Career & Technical Credit Hours	105-109	5(2dec)	Total credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point)
P	Site Number	110-111	2	Enter the last two digits of the site number where the staff member is employed. If the employee works at more than one location, enter the site number where the majority of employment takes place.

K. Human Resources Position File

Fiscal Year 2004 Human Resources Position File is due on or before August 4, 2004
Contact: Karen F. Poole (515) 281-3671
Send ASCII fixed length file via e-mail to: geoffrey.jones@ed.state.ia.us

Report data elements for staff: Administrative (510), Instructional (520), Professional (530), Secretarial and Clerical (540), and Service Staff (550).
NOTE: Data elements with asterisk (*) are required for all Instructional (520) positions. NOTE: Instructional (520) do not include non-credit instructors who only teach non-credit courses, but include credit instructors who teach non-credit courses.

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	The two character District Number (01 through 16)
B	Social Security Number	3-11	9	Employee social security number include leading zeros
C	Position Code	12-14	3	510=Administrative 520=Instructional 530=Professional Staff 540=Secretarial and Clerical 550=Service Staff
D	Employment Type	15-15	1	1 = Full-Time (Regular/Permanent) 2 = Part-Time (Regular/Permanent) 3 = Temporary/Seasonal 4 = Adjunct Faculty Instructor
E	Position Total Compensation	16-21	6	Indicate total amount earned by this individual in this position for the Fiscal Year, excluding benefits. Round to nearest whole dollar.
F	*Base Position Salary	22-27	6	Indicate total amount of salary, 9 months teaching/instructional only. Round to nearest whole dollar and adjust to 9 months.
G	*Days in 2 Semester Teaching/Instructional Contract	28-30	3	Total number of days in a 9-month teaching/instructional contract. (Example: 173 service days/**160 instructional days**)
H	Fiscal Agent Position	31-31	1	1 = Yes 0 = No If this position is for the purpose of supporting another entity, agency, etc. for whom the college is acting as a fiscal agent.

2004 REPORTING MANUAL

SECTION 8:

FINANCIAL REPORTING

FINANCIAL REPORTING

TABLE OF CONTENTS

The financial reporting forms above can be found through the shortcut listed below for your convenience:

http://www.state.ia.us/educate/ccwp/cc/financial.html

Fiscal Year 2004 Financial Reporting Files due on or before August 4, 2004
Contact person: Michelle Wendel (515) 281-3550
Send fixed length files via e-mail to: michelle.wendel@ed.state.ia.us

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I. GENERAL INSTRUCTIONS

1. For definitions, refer to the Management Information System (MIS) Data Dictionary and Year-End Accounting Manual.

2. Use accrual accounting when computing revenue and expenses.

3. MIS Financial Reports are to be submitted electronically to the Department of Education using the file formats outlined in the following pages.

Note: Arts and Science and Career/Vocational Cost Centers contain the Credit Activities, Adult Cost Center contain the Non-Credit Activities and Cooperative Programs and Activities Cost Center contain the Secondary Jointly Administrated Activities.

II. FINANCIAL REPORTING

A. CE-4b, Pro Rate Sheet

The CE-4b report is a distribution of data from the annual AS-15E reports for the Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) for the present Fiscal Year of operation. The Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) will be subtotaled on the CE-4b. When indirect costs are prorated back to Fund 1 based on total contact hours, the total Fund 1 and Fund 2 expenditures in columns 10 - 20 should be utilized.

1. **Round all figures to the nearest dollar.**

2. The CE-4b expenditure Pro Rate Sheet is divided into two sections. They are as follows:

    a. Unrestricted General Fund -
    The organizational units to be financed through this fund are those, which are generally directly concerned with the operation and support of the educational program of the school as a whole-- the only restrictions being those imposed by the budget.

    b. Restricted General Fund -
    This fund is used to account for resources that are available for the operation and support of the educational program, but which are restricted as to their use by an outside agency or person. The organizational units to be financed through this fund are usually the same, or at least complimentary, to those financed through the "General Fund." The only difference is that the numeral "2" would be assigned to the transactions affecting restricted funds.

3. The Unrestricted General Fund section is subdivided into 9 functional codes and groups. Of these major divisions, 4 relate to the Education Function (a.-d.) and 5 relate to the Support Function (e.-i.). They are as follows:

    a. Arts and Science
    c. Career/Vocational/Technical Education
    d. General Adult Education (Continuing Education)
    e. Cooperative Programs or Services
    f. General Administration
    g. Student Services
    h. Learning Resources (Library)
    i. Physical Plant
    j. General Institution

4. Fund 1 and Fund 2 will be added together for the grand total, which will coincide with the total expenditures, reported on the AS-15E (Combined Funds 1 & 2).

5. Columns (1) through (3) will be pre-coded by the Department of Education for all programs for which have a CE-4 reimbursement form; for any programs not pre-coded, please insert, using **bold** type, in the appropriate CIP number sequence. (Please contact the Department of Education for assistance)

6. Columns (4) through (20) will be completed by the college.

A. CE-4b, Pro Rate Sheet, continued

7. Column (4) (Total Contact Hours) is the total contact hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. This figure is the basis for prorating all indirect costs. (Support Services identified in 3 above.)

8. Column (5) (Eligible Contact Hours) is the eligible contact hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. Complete for all activities.

9. Column (6) (Total Credit Hours) is the total credit hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year.   This column will be ignored for all activities.

10. Column (7) (Eligible Credit Hours) is the eligible credit hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. Complete for all activities with credit hour enrollment.

11. Column (8) (Full-Time Headcount) is the number of full-time students of all students enrolled from July 1 through June 30 of the reporting Fiscal Year.

12. Column (9) (Part-Time Headcount) is the number of part-time students of all students enrolled from July 1 through June 30 of the reporting Fiscal Year.

NOTE: For numbered items 13 through 17 below you may enter Total Direct Costs in columns (14) of the CE-4b (Other Current Expenses) and leave columns (10) through (13) blank (report total direct costs only).

13. Column (10) Salary – Reimbursable- (520-599) is the reimbursable salary from July 1 through June 30 of the reporting Fiscal Year.

14. Column (11) Services – (601-626) is the services from July 1 through June 30 of the reporting Fiscal Year.

15. Column (12) Materials & Supplies – (632-646) is the materials and supplies July 1 from through June 30 of the reporting Fiscal Year.

16. Column (13) Travel – (647-648) is the instructor travel from July 1 through June 30 of the reporting Fiscal Year.

17. Column (14) Other Current Expenses (650-699) is other current expenses from July 1 through June 30 of the reporting Fiscal Year.

18. Column (15) Administration & Supervision (510) includes all object codes related to a particular supervisor of the appropriate cost centers, prorated to applicable program based on total contact hours in that cost center from July 1 through June 30 of the reporting Fiscal Year.

19. Column (16) (Direct Costs) is the total of columns (10)-(15) and would include object codes 510, 520 through 599, 601 through 626, 632 through 648 and 650 through 699 of the appropriate function expenses from July 1 through June 30 of the reporting Fiscal Year.

A. CE-4b, Pro Rate Sheet, continued

21. Column (17) (Indirect Costs) would be the total expenditures for functions 5-9, prorated to the program based on total contact hours expenses from July 1 through June 30 of the reporting Fiscal Year.

22. Column (18) (Direct Capital Expenditures) would include all capital outlay expense directly attributable to the program and would include object codes 710, 740 and 750 expenses from July 1 through June 30 of the reporting Fiscal Year.

23. Column (19) (Indirect Capital) would include all capital outlay attributable to the Support Services functions prorated on total contact hours and would include object codes 710 and 790 expenses from July 1 through June 30 of the reporting fiscal year.

24. Column (20) (Total) would be the total of columns (16) through (19).

25. After prorating all of Indirect Costs (Support Services) the Grand Total row on the last page of the CE-4b should be 0 (zero) in columns (17) through (19).

B. Balance Sheet, AS-15D (Fund 1, Fund 2, Fund 7)

1. **Round all figures to whole dollar and use only positive dollar amounts for all items.**

2. Complete the county and district number in the area provided. Enter the college name in the space provided.

3. Total the sub-account assets and report on the control account line (i.e. assets in object codes 100 through 129 would be combined and reported on the Balance Sheet line "Cash on Hand or in Bank"; object codes 131-139 would be combined and reported on the Balance Sheet line "Investments", etc.). Enter into the appropriate cell of the Excel template.

4. Refer to your uniform Financial Accounting Manual for identification of items within an object code.

5. Report Unrestricted General Fund (Fund 1), Restricted General Fund (Fund 2), and Plant Fund (Fund 7).

6. The spreadsheet will automatically total the appropriate columns and rows.

7. Dollar amounts in object codes 191-198 (Fixed Assets) should agree with dollar amounts in object code 312 (Fund Balance-Net Investment in Plant) in each fund.

8. Dollar amounts in object code 311 (Fund Balance-Unrestricted) should agree with dollar amount answer when total current liabilities (object codes 100-189) are subtracted from total current assets (object codes 201-240).

C. Unrestricted General Fund, AS-15E (Fund 1); Restricted General Fund, AS-15E (Fund 2); Plant Fund AS-15F (Fund 7)

1. **Round all figures to whole dollar.**

2. Complete the county and district number in the area provided. Enter the college name in the space provided.

3. In Fund 2, object code 415 Property Tax – Equipment Replacement, include the amount to be received from the $.03 or $.06 levy for equipment

4. In Fund 2, object code 416, Property Tax – Operations/Plant Fund/Early Retirement/Cash Reserve, include levy for insurance in function 8 and levy for early retirement in function 9. Cash Reserve will be included in function 5. In debt service sub-fund of the plant funds group, include only the amount necessary to pay bonds or certificates and interest that are currently due.

5. In Fund 2, object code 419, Property Tax – Tort Liability/Insurance, include the amount to be received from the tort liability levy in function 9, and the amount received from insurance in function 8.

6. Include assessments for library books, parking tickets, etc. in object code 477 Assessment-Special Charges. Parking fees or permits are to be included in object code 454-Other Sales and Service.

7. Money kept from administering General Educational Development (GED) tests should be classified in function 3 (General Adult Education) and object code 406 (other student fees).

8. Indicate the use of Unrestricted Funds necessary to balance revenue with expenditures.

9. Place all Worker's Compensation Insurance in object code 591 (Worker's Compensation Insurance) in function 5. Do not include in object code 618 (Insurance).

10. Capital outlay figures are to be included in total disbursements.

11. Object code 590 Related Payroll Costs and Fringe Benefits, object code 592 FICA (Employer's Share) and object code 593 Retirement Plan (Employer's Share) are to be broken down by object code and function.

12. The spreadsheet will automatically total the appropriate columns and rows.

13. Expenditure totals for Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) should agree with CE-4b totals.

14. Depreciation will be recorded via a journal entry. Please report actual expenditures for capital items on the reports to the Department of Education.

D. Building Information

1. Enter data to indicate the following information about each building for your college;
    - heated or unheated,
    - square footage,
    - cubic footage,
    - owned or leased,
    - other information such as height, length and ceiling height can be provided.

2. The spreadsheet will automatically total the appropriate columns.

E. Buildings and Facilities

1. Building Form #1 Total Buildings and Land

    a. Enter data to indicate the following information about the total buildings and land for your college;
       - number of acres for owned and leased buildings and non-buildings,
       - total original expenditures for land,
       - any pertinent comments about the facilities.

    b. The spreadsheet will automatically total the appropriate rows.

2. Building Form #2 Site Acquisitions and Disposals Through Fiscal Year 2004

    a. Enter data to indicate the following information about the total buildings and land for your college;
       - site of acquisition or disposal,
       - number of acres purchased,
       - date of acquisition,
       - total expenditures,
       - number of acres sold,
       - date of sale,
       - total sale price.

3. Building Form # 3 Source of Funds to Acquire Buildings

    a. Enter data to indicate the following information about the each building for your college;
       - site of acquisition,
       - date of construction,
       - building name/function,
       - building condition,
       - source of revenue (e.g. State Appropriation, Local Tax Levy, etc.),
       - total cost of the building,
       - gross square feet,
       - other comments,
       - net usable square feet.

| E. **Buildings and Facilities,** continued |

4. <u>Building Form # 4 Buildings-Leased</u>

    a.   Enter data to indicate the following information about the leased buildings used by your college;
- site name,
- expiration date of lease,
- usage/purpose of the building,
- condition of the building,
- total lease payment,
- the gross square feet,
- net usable square feet,
- any pertinent comments about the facilities.

| F. **Administrative Allowance from Code of Iowa, Chapter 260E** |

1. **Round all figures to whole dollar.**

2. Complete the county and district number in the area provided. Enter the college name in the space provided.

3. Enter the beginning balance. Please make sure that this amount agrees to the ending balance from the previous year.

4. Provide appropriate revenue sources for the current Fiscal Year.

5. Enter expenditure amounts in the appropriate lines.

6. The spreadsheet will automatically total the appropriate columns and rows.

2004 REPORTING MANUAL

SECTION 9:

APPENDIX

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APPENDIX A – IDENTIFICATION CODE SETS
Fiscal Year 2004

INSTRUCTIONAL LEVEL	TYPE-PROGRAM, COURSE, SERVICE AND/OR ACTIVITY	SPECIAL EMPHASIS	OBJECT AND PURPOSE
01 – Elementary	02 –Full Time Preparatory	04 – Apprentice (Non-IDED Funded)	01 – Corrections-Federal (Fiscal Use only)
02 – Secondary	03 – Short-Term Preparatory	09 – Special Populations	02 – Secondary-Career/Tech
03 – Postsecondary	04 – Career/Vocational Training and Upgrading (Non-Credit)	11 – No Special Emphasis	03 – Credit
04 – Adult	05 – Related Service or Activity	12 – Young Farmer	04 – Non-Credit
05 – Combination	06 – Arts and Science College Parallel/Career Option	24 – Adult Farmer	22 – Not-Eligible
	07 – Part-Time Preparatory	29 – Articulated	42 – Corrections-State (Fiscal Use Only)
	08 – Arts & Science Liberal/General Studies	30 – Corrections	85 – Tech Prep Grant
	12 – Preparatory Advanced Standing	31 – Developmental Education	91 – Perkins Grant
	22 – Secondary Jointly Administered – Career Preparation	32 – Tech Prep	
	29 – Secondary Jointly Admin. – General Education (Not PSOE)	33 – Sex Equity	
	32 – Shared Full-Time Preparatory	35 – Reciprocal Agreement	
	33 – Shared Short-Term Preparatory	41 – 260E	
	34 – Shared Vocational Supplementary	42 – 260E Apprentice	
	35 – Shared Related Service or Activity	43 – 260F	
	36 – Shared A&S College Parallel/Career Option	44 – 260F Apprentice	
	37 – Shared Part-Time Preparatory	45 – 260G	
	38 – Shared A&S Liberal/General Studies	46 – 260G Apprentice	
	40 – Adult Basic Education-	47 – Contract/Customized Bus/Ind. Trang	
	41 – Secondary Education-(Non-Credit)	48 – One Source	
	42 – Economic Development		
	43 – State or Federal Mandated		
	44 – State Recognized		
	45 – Court Ordered/Referred		
	46 – Recertification/Relicensure (Less than BA)		
	47 – Recertification/Relicensure (BA and Above)		
	48 – Community and Public Policy		
	49 – Family/Individual Development and Health		
	50 – Leisure/Recreational		
	51 – Adult Learning		
DO NOT REPORT TO THE DEPARTMENT OF EDUCATION			
LOCAL COMMUNITY COLLEGE-USE ONLY	**LOCAL COMMUNITY COLLEGE-USE ONLY**	**LOCAL COMMUNITY COLLEGE-USE ONLY**	**LOCAL COMMUNITY COLLEGE-USE ONLY**
04 – Adult	71 – Community Service	70 – Not State Reported	22 – Not-Eligible
04 – Adult	72 – Conferences/Special Events	70 – Not State Reported	22 – Not-Eligible
04 – Adult	73 – Staff Development/In-Service	70 – Not State Reported	22 – Not-Eligible
04 – Adult	74 – Tests	70 – Not State Reported	22 – Not-Eligible

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APPENDIX B – HIGH SCHOOL IDENTIFICATION CODE SETS
SCHOOL DISTRICT DIRECTORY (PUBLIC AND NON-PUBLIC)
Fiscal Year 2004

District Code	School Code	School Name	City
0027	0172	A-D-M Senior High School	Adel
0441	0172	A-H-S-T High School	Avoca
1476	0118	Abraham Lincoln High	Council Bluffs
0018	0172	Adair-Casey Jr-Sr	Adair
0009	0109	AGWSR	Ackley
0063	0172	Akron Westfield	Akron
0072	0109	Albert City-Truesdale	Albert City
0081	0109	Albia High School	Albia
0099	0172	Alburnett Junior-Senior	Alburnett
0108	0109	Alden Community High	Alden
0126	0109	Algona High School	Algona
0153	0109	Allison-Bristow	Allison
0171	0172	Alta Senior High	Alta
1197	0118	Alternative High School	Clarinda
5049	0112	Alternative School	Ottumwa
4131	0127	Alternative School	Mason City
9211	0053	Ames AEA	Ames
0225	0109	Ames High School	Ames
0234	0109	Anamosa High School	Anamosa
0243	0109	Andrew High School	Andrew
0252	0172	Anita Junior-Senior High	Anita
0261	0109	Ankeny	Ankeny
5130	0172	Aplington-Parkersburg	Parkersburg
1071	0118	Appanoose County	Centerville
0333	0109	Armstrong-Ringsted	Armstrong
1611	8101	Assumption High School	Davenport
6768	0218	Assure Center	Washington
0387	0109	Atlantic High School	Atlantic
0414	0109	Audubon High School	Audubon
0423	0109	Aurelia High School	Aurelia
0472	0109	Ballard Community High	Huxley
4725	0127	Basics and Beyond	Newton
0504	0109	Battle Creek-Ida Grove	Ida Grove
0513	0172	Baxter High School	Baxter
0540	0172	BCLUW	Conrad
6961	8146	Beckman High School	Dyersville
0549	0109	Bedford High School	Bedford
0576	0109	Belle Plaine Senior High	Belle Plaine
0585	0109	Bellevue High School	Bellevue
0594	0109	Belmond-Klemme Community	Belmond
0603	0172	Bennett Junior-Senior	Bennett
0609	0109	Benton Community Senior	Van Horne
0621	0109	Bettendorf High School	Bettendorf

APPENDIX B – HIGH SCHOOL IDENTIFICATION CODE SETS
SCHOOL DISTRICT DIRECTORY (PUBLIC AND NON-PUBLIC), Continued
Fiscal Year 2004

District Code	School Code	School Name	City
0126	8108	Bishop Garrigan	Algona
6039	8106	Bishop Heelan Catholic	Sioux City
0720	0172	Bondurant-Farrar Jr-Sr	Bondurant
0729	0109	Boone High School	Boone
0747	0109	Boyden-Hull High School	Hull
1917	0172	Boyer Valley	Dunlap
0846	0109	Brooklyn-Guernsey-Malcom	Brooklyn
2511	0114	Building Bridges	Glenwood
6795	0105	Bunger Welcome Center	Evansdale
0882	0194	Burlington	Burlington
0882	0109	Burlington Community	Burlington
0914	0172	C and M Junior-Senior	Massena
0916	0109	Cal-Dows High School	Latimer
0918	0109	Calamus-Wheatland Sec	Wheatland
0936	0109	Camanche High School	Camanche
0977	0109	Cardinal Middle-Senior	Eldon
3312	8110	Cardinal Stritch Junior	Keokuk
0981	0109	Carlisle High School	Carlisle
0999	0127	Carroll Alternative	Carroll
0999	0109	Carroll High School	Carroll
1737	0198	Casady Alternative	Des Moines
6961	0172	Cascade Junior-Senior	Cascade
1044	0109	Cedar Falls High School	Cedar Falls
1062	0172	Center Point-Urbana	Center Point
1071	0109	Centerville High School	Centerville
1863	0127	Central Alternative High	Dubuque
6039	0111	Central Campus	Sioux City
1089	0109	Central City High	Central City
1080	0109	Central Community Jr-Sr	Elkader
1093	0172	Central Decatur Jr-Sr	Leon
1611	0109	Central High School	Davenport
1079	0109	Central High School	Donnellson
1082	0109	Central High School	De Witt
1095	0109	Central Lyon Senior	Rock Rapids
1107	0109	Chariton High School	Chariton
1116	0109	Charles City High	Charles City
1134	0109	Charter Oak-Ute High	Charter Oak
1476	0589	Children's Square	Council Bluffs
1197	0127	Clarinda Academy	Clarinda
1197	0109	Clarinda High School	Clarinda
1206	0109	Clarion-Goldfield HS	Clarion

APPENDIX B – HIGH SCHOOL IDENTIFICATION CODE SETS
SCHOOL DISTRICT DIRECTORY (PUBLIC AND NON-PUBLIC), Continued
Fiscal Year 2004

District Code	School Code	School Name	City
1211	0109	Clarke Community High	Osceola
1211	0118	Clarke Learning Center	Osceola
1215	0172	Clarksville High School	Clarksville
1218	0172	Clay Central-Everly	Everly
2763	0172	Clayton Ridge	Guttenberg
1221	0109	Clear Creek-Amana	Tiffin
1233	0109	Clear Lake High School	Clear Lake
1278	0109	Clinton High School	Clinton
1332	0109	Colfax-Mingo High School	Colfax
1350	0109	Collins-Maxwell	Maxwell
1359	0172	Colo-Nesco Senior High	Colo
1368	0109	Columbus Community High	Columbus Jct
6795	8114	Columbus High School	Waterloo
1413	0172	Coon Rapids-Bayard	Coon Rapids
1431	0109	Corning High School	Corning
1449	0109	Corwith-Wesley High	Corwith
1503	0109	Creston High School	Creston
3029	0109	Crestwood High School	Cresco
4509	0127	Crusade High	Morning Sun
1576	0109	Dallas Center-Grimes	Grimes
1602	0172	Danville Junior-Senior	Danville
1619	0109	Davis County Community	Bloomfield
1638	0109	Decorah High School	Decorah
1701	0109	Denison High School	Denison
1719	0109	Denver Senior High	Denver
1737	0145	Des Moines Central	Des Moines
1737	8503	Des Moines Christian	Des Moines
1782	0172	Diagonal Junior-Senior	Diagonal
1791	0172	Dike-New Hartford High	Dike
6795	8115	Don Bosco High School	Gilbertville
6957	8103	Dowling High School	West Des Moines
1863	0109	Dubuque Senior High	Dubuque
1908	0172	Dunkerton High School	Dunkerton
1926	0109	Durant High School	Durant
1944	0109	Eagle Grove High School	Eagle Grove
1953	0172	Earlham Senior High	Earlham
1963	0109	East Buchanan High	Winthrop
1965	0109	East Central Community	Miles
6795	0109	East High School	Waterloo
6039	0118	East High School	Sioux City
1737	0109	East High School	Des Moines
1968	0172	East Marshall	Le Grand
1970	0172	East Union Junior-Senior	Afton
0657	0172	Eddyville-Blakesburg	Eddyville

APPENDIX B – HIGH SCHOOL IDENTIFICATION CODE SETS
SCHOOL DISTRICT DIRECTORY (PUBLIC AND NON-PUBLIC), Continued
Fiscal Year 2004

District Code	School Code	School Name	City
1989	0172	Edgewood-Colesburg	Edgewood
6795	0124	Educational Discipline	Waterloo
2007	0109	Eldora-New Providence	Eldora
2016	0109	Elk Horn-Kimballton	Elk Horn
2088	0109	Emmetsburg High School	Emmetsburg
2097	0109	English Valleys	North English
2113	0172	Essex Junior-Senior High	Essex
2124	0109	Estherville Lincoln	Estherville
2151	0172	Exira Junior-Senior High	Exira
6795	0111	Expo High School	Waterloo
2169	0109	Fairfield High School	Fairfield
2205	0172	Farragut Senior High	Farragut
5877	0998	Fexible Learning Center	Sergeant Buff
2295	0109	Forest City High	Forest City
2313	0109	Fort Dodge High School	Fort Dodge
2322	0127	Fort Madison Alternative	Fort Madison
2322	8105	Fort Madison Catholic	Fort Madison
2322	0109	Fort Madison High School	Fort Madison
2327	0109	Fox Valley High	Milton
2349	0109	Fredericksburg	Fredericksburg
2369	0172	Fremont-Mills Middle	Tabor
0729	0118	Futures	Boone
2376	0109	Galva-Holstein	Holstein
2403	0109	Garner-Hayfield High	Garner
3600	8104	Gehlen Catholic School	Le Mars
1053	0118	George Washington High	Cedar Rapids
2457	0172	George-Little Rock	George
2466	0172	Gilbert Junior-Senior	Gilbert
2502	0172	Gladbrook-Reinbeck	Reinbeck
2511	0109	Glenwood Senior High	Glenwood
2520	0172	Glidden-Ralston Jr-Sr	Glidden
2682	0172	GMG	Garwin
2313	0156	Gordon Willard	Fort Dodge
2556	0172	Graettinger Senior	Graettinger
1967	0109	Grand Junction High	Grand Junction
1737	8504	Grandview Park Baptist	Des Moines
2664	0172	Greene Junior-Senior	Greene
2709	0109	Grinnell Community	Grinnell
2709	0118	Grinnell New Horizons	Grinnell
2718	0109	Griswold	Griswold
2727	0109	Grundy Center High	Grundy Center
2754	0109	Guthrie Center High	Guthrie Center
2766	0172	H-L-V Junior-Senior	Victor

APPENDIX B – HIGH SCHOOL IDENTIFICATION CODE SETS
SCHOOL DISTRICT DIRECTORY (PUBLIC AND NON-PUBLIC), Continued
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2772	0172	Hamburg Junior-Senior	Hamburg
2781	0109	Hampton-Dumont	Hampton
2826	0151	Harlan Comm Flexible	Harlan
2826	0109	Harlan Community High	Harlan
2834	0109	Harmony High School	Farmington
2846	0109	Harris-Lake Park	Lake Park
2862	0109	Hartley-Melvin-Sanborn	Hartley
1863	0118	Hempstead High	Dubuque
1503	0118	High Lakes Cntry Academy	Creston
2977	0109	Highland High School	Riverside
2988	0109	Hinton High School	Hinton
1737	0114	Hoover High School	Des Moines
3033	0172	Hubbard-Radcliffe	Hubbard
3042	0109	Hudson High School	Hudson
3060	0109	Humboldt High School	Humboldt
3168	0109	IKM High School	Manilla
3105	0109	Independence High School	Independence
3114	0109	Indianola High School	Indianola
3114	0127	Indianola Learning	Indianola
3119	0109	Interstate 35 High	Truro
6957	8108	Iowa Christian Academy	West Des Moines
3141	0109	Iowa City High School	Iowa City
3150	0109	Iowa Falls High School	Iowa Falls
6098	9601	Iowa Juvenile Home	Toledo
4271	8506	Iowa Mennonite School	Kalona
3154	0172	Iowa Valley Jr-Sr High	Marengo
3186	0109	Janesville Junior-Senior	Janesville
3195	0109	Jefferson-Scranton	Jefferson
3204	0109	Jesup High School	Jesup
1053	0114	John F Kennedy High	Cedar Rapids
5310	0172	John R Mott High School	Postville
3231	0109	Johnston Senior High	Johnston
1476	0121	Kanesville High School	Council Bluffs
1972	0172	Kee High School	Lansing
3312	0109	Keokuk High School	Keokuk
3330	0109	Keota High School	Keota
1611	0127	Kimberly Center for Alte	Davenport
3348	0109	Kingsley-Pierson	Kingsley
3375	0109	Knoxville High School	Knoxville
0999	8101	Kuemper High School	Carroll
3420	0109	Lake Mills Senior High	Lake Mills
3465	0172	Lamoni High School	Lamoni

APPENDIX B – HIGH SCHOOL IDENTIFICATION CODE SETS
SCHOOL DISTRICT DIRECTORY (PUBLIC AND NON-PUBLIC), Continued
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District Code	School Code	School Name	City
3537	0109	Laurens-Marathon	Laurens
3555	0172	Lawton Junior-Senior	Lawton
3600	0109	Le Mars High School	Le Mars
3609	0109	Lenox High School	Lenox
3645	0109	Lewis Central Senior	Council Bluffs
1278	0118	Lincoln	Clinton
1737	0118	Lincoln High School	Des Moines
3705	0172	Lineville-Clio Jr-Sr	Lineville
3715	0109	Linn-Mar High School	Marion
3744	0109	Lisbon High School	Lisbon
3798	0172	Logan-Magnolia	Logan
3816	0172	Lone Tree Junior-Senior	Lone Tree
3841	0109	Louisa-Muscatine Jr-Sr	Letts
3906	0109	Lynnville-Sully	Sully
3942	0109	Madrid High School	Madrid
2169	8504	Maharishi	Fairfield
3978	0172	Malvern Junior-Senior	Malvern
4014	0109	Manning High School	Manning
4023	0109	Manson Northwest Webster	Manson
4033	0109	Maple Valley-Anthon Oto	Mapleton
4041	0109	Maquoketa Community High	Maquoketa
4043	0109	Maquoketa Valley Senior	Delhi
4068	0109	Marcus-Meriden-Cleghorn	Marcus
4086	0109	Marion High School	Marion
0585	8109	Marquette High School	Bellevue
2322	8111	Marquette School Inc.	West Point
4104	0109	Marshalltown High School	Marshalltown
4122	0172	Martensdale-St Marys	Martensdale
4131	0109	Mason City	Mason City
4203	0109	Mediapolis High School	Mediapolis
4212	0109	Melcher-Dallas High	Melcher
1152	9611	Mental Health Institute	Cherokee
1197	9611	Mental Health Institute	Clarinda
1053	0127	Metro High School	Cedar Rapids
6579	0114	Metro West	Grimes
4419	0109	MFL Marmac Hs	Monona
4271	0109	Mid-Prairie High School	Wellman
4269	0109	Midland Community High	Wyoming
4356	0109	Missouri Valley High	Missouri Valley
4149	0109	MOC-Floyd Valley	Orange City
4437	0109	Montezuma High School	Montezuma
4446	0109	Monticello High School	Monticello
4491	0109	Moravia High School	Moravia
4505	0172	Mormon Trail Jr-Sr High	Garden Grove

APPENDIX B – HIGH SCHOOL IDENTIFICATION CODE SETS
SCHOOL DISTRICT DIRECTORY (PUBLIC AND NON-PUBLIC), Continued
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District Code	School Code	School Name	City
4518	0172	Moulton-Udell High	Moulton
4527	0109	Mount Ayr High	Mount Ayr
4536	0109	Mount Pleasant High	Mount Pleasant
4554	0109	Mount Vernon High	Mount Vernon
4572	0172	Murray School	Murray
4581	0109	Muscatine High School	Muscatine
4599	0172	Nashua-Plainfield	Nashua
4617	0109	Nevada High School	Nevada
4662	0109	New Hampton High School	New Hampton
4689	0172	New London Jr-Sr High	New London
4644	0172	Newell-Fonda High School	Newell
4131	8105	Newman Catholic	Mason City
4725	0109	Newton Senior High	Newton
4751	0172	Nishna Valley Jr-Sr	Hastings
2673	0209	Nodaway Valley	Greenfield
4761	0172	Nora Springs-Rock Falls	Nora Springs
3691	0172	North Cedar High School	Stanwood
4772	0172	North Central Jr-Sr	Manly
4774	0109	North Fayette High	West Union
6039	0136	North High School	Sioux City
1737	0127	North High School	Des Moines
1611	0116	North High School	Davenport
0873	0109	North Iowa High School	Buffalo Center
4778	0109	North Kossuth Senior	Swea City
4776	0172	North Mahaska Jr-Sr	New Sharon
4779	0172	North Polk Junior-Senior	Alleman
4784	0109	North Scott Senior High	Eldridge
4785	0109	North Tama High School	Traer
4777	0109	North-Linn Senior High	Troy Mills
4775	0109	Northeast Hamilton	Blairsburg
4773	0172	Northeast Middle-High	Goose Lake
4788	0109	Northwood-Kensett Jr-Sr	Northwood
4797	0109	Norwalk Senior High	Norwalk
0882	8101	Notre Dame High School	Burlington
1611	0517	NW EDUCATION CENTER	DAVENPORT
4860	0109	Odebolt-Arthur	Odebolt
4869	0109	Oelwein High School	Oelwein
4878	0109	Ogden High School	Ogden
4890	0109	Okoboji High School	Milford
4905	0172	Olin Junior-Senior High	Olin
4978	0172	Orient-Macksburg Senior	Orient
4995	0109	Osage High School	Osage

APPENDIX B – HIGH SCHOOL IDENTIFICATION CODE SETS
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District Code	School Code	School Name	City
5013	0109	Oskaloosa High School	Oskaloosa
5049	0109	Ottumwa High School	Ottumwa
1476	0593	PACT	Council Bluffs
5121	0109	Panorama High	Panora
5139	0172	Paton-Churdan Jr-Sr	Churdan
5160	0172	PCM High School	Monroe
5163	0109	Pekin Community High	Packwood
5166	8302	Pella Christian High	Pella
5166	0109	Pella High School	Pella
5184	0109	Perry High School	Perry
5250	0109	Pleasant Valley High	Riverdale
5256	0109	Pleasantville High	Pleasantville
5283	0109	Pocahontas Area	Pocahontas
5283	0118	Pocahontas Area Regional	Pocahontas
5301	0109	Pomeroy High School	Pomeroy
1337	0109	Prairie High School	Cedar Rapids
5325	0109	Prairie Valley High	Gowrie
5337	0109	Preston High School	Preston
1044	9601	Price Laboratory School	Cedar Falls
1278	8110	Prince of Peace	Clinton
5463	0109	Red Oak High School	Red Oak
3141	8104	Regina Jr Sr High School	Iowa City
5486	0109	Remsen-Union High	Remsen
5508	0109	Riceville High School	Riceville
1975	0109	River Valley High School	Correctionville
0621	8511	Rivermont Collegiate	Bettendorf
5510	0209	Riverside Community	Oakland
5607	0172	Rock Valley Jr-Sr	Rock Valley
5697	0109	Rockford Junior-Senior	Rockford
5625	0172	Rockwell City-Lytton	Rockwell City
5616	0109	Rockwell-Swaledale	Rockwell
5643	0109	Roland-Story High	Story City
1737	0136	Roosevelt High School	Des Moines
5715	0109	Russell High School	Russell
5724	0109	Ruthven-Ayrshire	Ruthven
5742	0194	Sac County Flex	Sac City
5742	0172	Sac Junior-Senior High	Sac City
0504	0118	Sac-Ida Alternative	Ida Grove
5805	0109	Saydel High School	Des Moines
6930	8503	Scattergood Friends	West Branch
1737	0194	Scavo	Des Moines
5823	0109	Schaller-Crestland High	Early

APPENDIX B – HIGH SCHOOL IDENTIFICATION CODE SETS
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3141	0127	Senior High Alternative	Iowa City
5868	0172	Sentral Jr/Sr High	Fenton
5877	0172	Sergeant Bluff-Luton	Sergeant Bluff
5895	0109	Seymour High School	Seymour
5922	0109	Sheffield-Chapin Comm	Sheffield
5949	0109	Sheldon High School	Sheldon
5976	0127	Shenandoah Alternative	Shenandoah
5976	0109	Shenandoah High School	Shenandoah
5994	0109	Sibley-Ocheyedan	Sibley
6003	0109	Sidney High School	Sidney
6012	0109	Sigourney Jr-Sr High Sch	Sigourney
6030	0109	Sioux Center High	Sioux Center
6035	0109	Sioux Central High	Sioux Rapids
6093	0172	Solon High School	Solon
6095	0109	South Hamilton Middle	Jewell
6099	0109	South O'Brien High	Paullina
6097	0172	South Page Senior	College Springs
6098	0109	South Tama County High	Tama
6100	0109	South Winneshiek High	Calmar
6101	0109	Southeast Polk High	Runnells
6094	0109	Southeast Warren Jr-Sr	Liberty Center
6096	0172	Southeast Webster	Burnside
6091	0109	Southern Cal Jr-Sr High	Lake City
4149	8116	Spalding Catholic	Granville
6102	0109	Spencer High School	Spencer
6120	0109	Spirit Lake High	Spirit Lake
6138	0172	Springville Secondary	Springville
1476	8108	St Albert Secondary	Council Bluffs
5751	0109	St Ansgar High School	St. Ansgar
2313	8104	St Edmond Middle\	Fort Dodge
6219	8101	St Mary's High School	Storm Lake
5486	8103	St Marys High School	Remsen
6165	0109	Stanton High School	Stanton
6175	0109	Starmont High School	Arlington
2007	9601	State Training School	Eldora
6219	0109	Storm Lake High	Storm Lake
6273	0109	Sumner Jr-Sr High	Sumner
6345	0172	Terril Junior-Senior	Terril
6101	0114	The Harbor-Southeast	Altoona

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1476	0109	Thomas Jefferson High	Council Bluffs
1053	0109	Thomas Jefferson High	Cedar Rapids
6408	0109	Tipton High School	Tipton
3375	0114	Trabert Center	Knoxville
6453	0172	Treynor Junior-Senior	Treynor
6460	0109	Tri-Center High School	Neola
6462	0109	Tri-County High School	Thornburg
6471	0172	Tripoli Middle/Sr High	Tripoli
1476	0581	Tucker Center for Career	Council Bluffs
6509	0172	Turkey Valley Jr-Sr High	Jackson Jct
6512	0109	Twin Cedars	Bussey
4023	0218	Twin Lakes Learning Ctr	Manson
6516	0172	Twin River Valley	Bode
6534	0109	Underwood High School	Underwood
6536	0109	Union High School	La Porte City
4149	8317	Unity Christian High	Orange City
6579	0109	Urbandale High School	Urbandale
6957	0109	Valley High School	West Des Moines
6591	0109	Valley High School	Elgin
6592	0109	Van Buren Community	Keosauqua
6615	0172	Van Meter Jr-Sr High	Van Meter
6633	0172	Ventura Jr-Sr High	Ventura
6651	0109	Villisca Community	Villisca
6700	0109	Waco High School	Wayland
1863	8134	Wahlert High School	Dubuque
6741	0109	Wall Lake View Auburn	Lake View
6957	0118	Walnut Creek Campus	West Des Moines
6750	0109	Walnut Jr-Sr High School	Walnut
6795	8503	Walnut Ridge Baptist	Waterloo
6759	0109	Wapello Senior High	Wapello
6762	0109	Wapsie Valley High	Fairbank
6660	0109	Washington High School	Vinton
6768	0109	Washington High School	Washington
1152	0109	Washington High School	Cherokee
6822	0109	Waukee Senior High	Waukee
0135	0109	Waukon High School	Waukon
6840	0109	Waverly-Shell Rock	Waverly
6854	0109	Wayne Community High	Corydon
5463	0454	Webster Alternative	Red Oak
6867	0109	Webster City High	Webster City
6921	0109	West Bend-Mallard	West Bend
6930	0109	West Branch High School	West Branch
6937	0109	West Burlington High	West Burlington

APPENDIX B – HIGH SCHOOL IDENTIFICATION CODE SETS
SCHOOL DISTRICT DIRECTORY (PUBLIC AND NON-PUBLIC), Continued
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District Code	School Code	School Name	City
6943	0172	West Central Jr-Sr High	Maynard
6264	0109	West Central Valley	Stuart
6950	0109	West Delaware High	Manchester
0819	0109	West Hancock High School	Britt
6969	0109	West Harrison High	Mondamin
6795	0118	West High School	Waterloo
6039	0145	West High School	Sioux City
1611	0118	West High School	Davenport
6975	0109	West Liberty High School	West Liberty
6983	0109	West Lyon High School	Inwood
6985	0109	West Marshall High	State Center
6987	0109	West Monona High School	Onawa
3141	0118	West Senior High School	Iowa City
6990	0109	West Sioux High School	Hawarden
0747	8309	Western Christian High	Hull
6961	0109	Western Dubuque High	Epworth
0355	0172	Westside Junior-Senior	Westside
6992	0109	Westwood High School	Sloan
7002	0109	Whiting Senior High	Whiting
7029	0109	Williamsburg Jr-Sr High	Williamsburg
7038	0109	Wilton Jr-Sr	Wilton
7047	0172	Winfield-Mt Union Jr-Sr	Winfield
7056	0109	Winterset Senior High	Winterset
7083	0172	Woden-Crystal Lake-	Crystal Lake
7092	0109	Woodbine High School	Woodbine
7098	0109	Woodbury Central High	Moville
7110	0109	Woodward-Granger	Woodward
1053	8105	Xavier High School	Cedar Rapids
3231	0421	Youth Homes Of	Johnston
0000	0000	Non-Iowa High School	